



**MEMORANDUM**

TO: Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Education Program Supervisors  
Principals, Public Elementary and Secondary Schools

Subject: **MEETING OF THE SCHOOL CIP COORDINATORS**

Date: September 30, 2015

The field is hereby informed of the monthly meeting of all the School CIP Coordinators to be held on October 2, 2015, 2:00 PM at the SDO-Mandaluyong Conference Hall

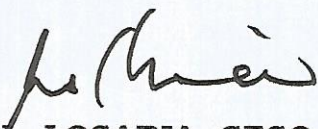
Agenda:

1. Update of School CI Project
2. CIP Documentation
3. Submission of CIP, SAP & Project Proposal
4. Issues and Concerns

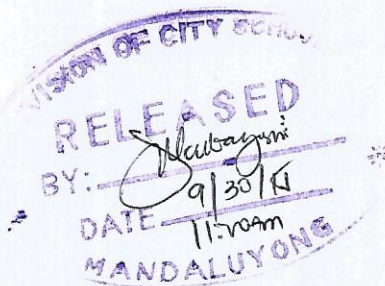
Please fill out the attached monitoring CIP form to be submitted during the meeting.

Necessary arrangement of the classes of the concerned teachers is expected to avoid disruption.

Wide and immediate dissemination of this **Memorandum** is desired.

  
**NERISSA L. LOSARIA, CESO VI**  
Officer-In-Charge ♀

Office of the Schools Division Superintendent





DATE: \_\_\_\_\_

### SCHOOL CIP MONITORING REPORT

SCHOOL: \_\_\_\_\_

#### I. SY 2014-2015 CIP PROJECT

TITLE: \_\_\_\_\_

AREA OF CONCERN: \_\_\_\_\_

STATUS OF IMPLEMENTATION:

2ND PILOT  
 ROLL-OUT

PROCESS OWNER: \_\_\_\_\_

(Preferably Subject Specialist/Areas Concern)

STATUS OF IMPLEMENTATION:(CI Methodology)

ASSESS

Get Organized  
 Talk with Stakeholders  
 Walk the Process  
 Identify Priority Improvement Area

ANALYZE

ACT

Do Root Cause Analysis  
 Develop Solutions  
 Finalized Improvement Plan

Pilot Your Solution  
 Roll Out Solution  
 Check Your Progress

#### ISSUES AND CONCERNS

A. SY 2014-2015 CIP PROJECT

#### II. SY 2015-2016 CIP PROJECT STATUS

TITLE: \_\_\_\_\_

AREA OF CONCERN: \_\_\_\_\_

STATUS OF IMPLEMENTATION:(CI Methodology)

ASSESS

Get Organized  
 Talk with Stakeholders  
 Walk the Process  
 Identify Priority Improvement Area

ANALYZE

ACT

Do Root Cause Analysis  
 Develop Solutions  
 Finalized Improvement Plan

Pilot Your Solution  
 Roll Out Solution  
 Check Your Progress

#### ISSUES AND CONCERNS

B. SY 2015-2016 CIP PROJECT

Submitted: \_\_\_\_\_

Principal

Prepared: \_\_\_\_\_

School CIP Coordinator