



Republic of the Philippines  
**Department of Education**  
Region VIII (Eastern Visayas)  
**SCHOOLS DIVISION OF CALBAYOG CITY**  
P2 Brgy. Hamorawon, Calbayog City, Samar

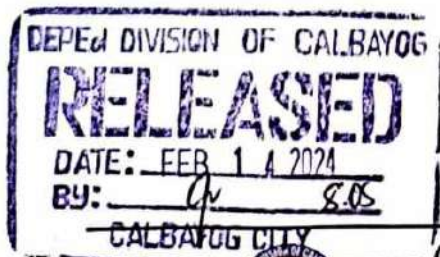
February 13, 2024


**DIVISION MEMORANDUM**  
NO 85, s. 2024

**DIVISION GUIDELINES ON THE CONDUCT OF INNOVATION PROJECTS**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, CID/SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Section and Unit Heads  
All others concerned

1. In compliance to Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001", states that all teaching and non-teaching personnel are encouraged to create/innovate projects that geared towards the improvement of the teaching-learning process and school, district, and division levels of governance, this Office issues official guidelines on the conduct of innovation projects.
2. These guidelines aim to establish process flow, proposal, and final report submission, evaluation, and standard format of innovation and shall be effective immediately and remain in force and effect unless sooner repealed, amended, or rescinded.
3. Attached are the enclosures to guide the proponent/sin conducting a project for innovation.
  - Enclosure No. 1: Division Innovation Committee
  - Enclosure No. 2: Coverage as contextualized in SDO Calbayog City
  - Enclosure No. 3: Process flow of the submission, approval, implementation and certification of innovation project.
    - 1.1 Flowchart
    - 1.2 Procedure
  - Enclosure No. 4: Parts/ Format in writing innovation project proposal
  - Enclosure No. 5: Parts/ Format in writing the final paper/ completion report of the project
  - Enclosure No. 6: On Character formatting (font size, font style, margins, etc.)
  - Enclosure No. 7: Innovation project completion report cover page template
  - Enclosure No. 8: Program/Project Innovation Proposal Signatories
  - Enclosure No. 9: Program/Project Innovation Report signatories
4. Immediate dissemination of and compliance with this Memorandum are desired.



  
**MARGARITO A. CADAYONA, Jr. PhD. CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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**Composition of Division Innovation Committee**

**Honorary Chairperson:** Margarito A. Cadayona, Jr. PhD. CESO VI, OIC-SDS

**Chairperson:** Jun-Nilou D. Dulfo, PhD. OIC-ASDS

**Members:** Renato S. Cagomoc. EdD,DM. CID Chief  
Avelina P. Tupa EdD. OIC-SGOD Chief  
Erwin L. Purcia, DALL, EPS  
Noel E. Sagayap, EPS-LRMDS  
Ma. Marlie M. Mendoza, Planning Officer

**Secretariat:** Ms. Galina V. Panela, *Research and Innovation Coordinator*  
Samuel A. Repelente, *NLRP Coordinator*

**I. COVERAGE** as contextualized in DepEd Borongan City Division:

**A. Two sources of INNOVATION:**

1. First, project/ program innovation as an offshoot of the complete action research being conducted by the proponent/ researcher himself; or an offshoot based on the recommendation/s of action researches conducted by other researchers. For the latter, please properly acknowledge the researcher using below example of citation format:
  - According to the action research conducted..., there is a need for a transport system...
  - According to Lami-ing (2015)...
  
2. Second, project/ program innovation as a concept establishing the following elements (DepEd-Calbayog City Division Human Resource Merit and Personnel Selection Board, (HRMPSB), 2024):
  - a. Demonstration of creativity, initiative and innovativeness through the development of new or superior work procedures. Methods, inventions, and devices. Innovative work plans included a modification or enrichment of existing procedures (DepEd Order No. 42, s. 2007 and DepEd Order No. 66, 2007).
    - for teaching and teaching related personnel, innovation should focus on instructional leadership, educational management and curriculum innovations;
    - for non-teaching personnel, it should focus on organizational efficiency, work procedures, leadership, and educational support system.

**B. Two Types of innovation:**

To avoid confusion, the Calbayog City Division has adopted a well-defined definition between project and program. (*Refer to the table below*).

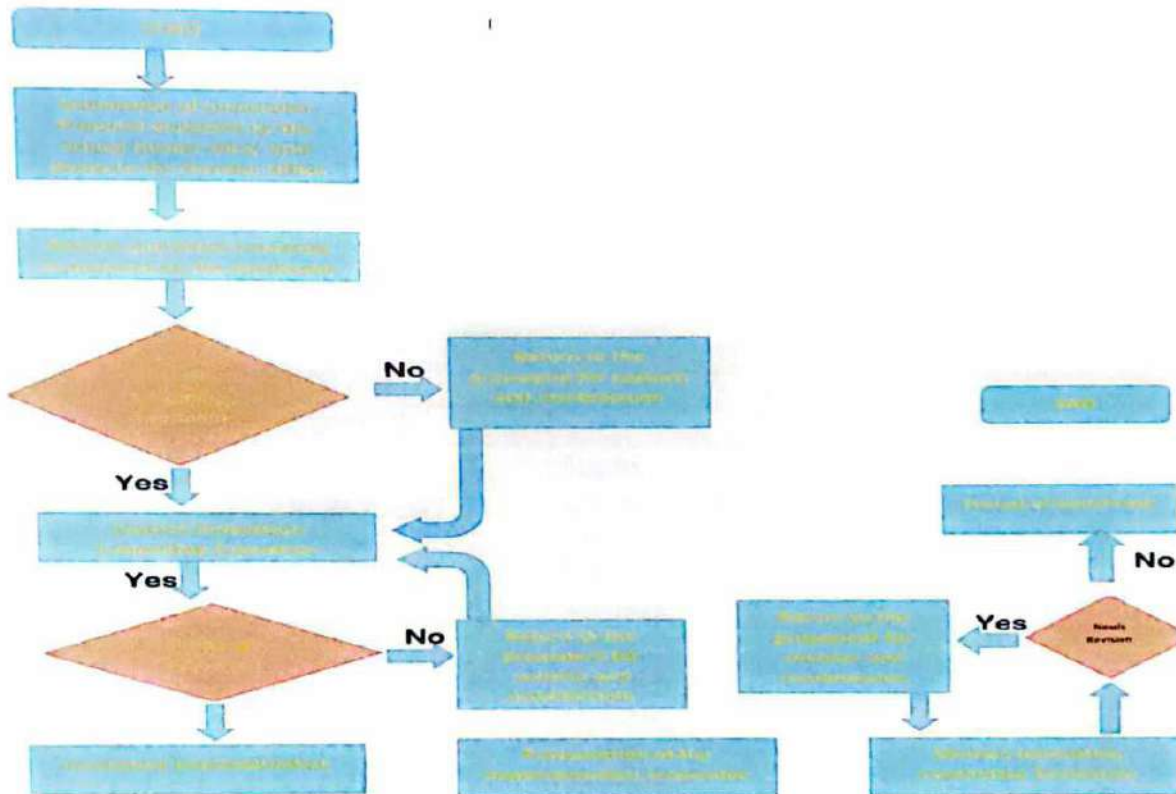
## Types of Innovation: Adopted Definitions

ELEMENTS	PROJECT	PROGRAM
<b>Objectives</b>	Outputs- tangible; relatively easy to describe, define and measure; tending towards objective.	Outcomes - often intangible; difficult to quantify; benefits often based on changes to organizational culture and behaviors; introducing new capabilities into the organization; tending towards subjective.
<b>Scope</b>	Strictly limited; tightly defined; not likely to be subject to material change during the life of the project.	Not tightly defined or bounded; likely to change during the life cycle of the program.
<b>Duration</b>	Relatively short term; typically, three to six months.	Relatively long term typically eighteen months to three years.
<b>Risk profile</b>	Project risk is relatively easy to	Program risk is more complex and

	identify and manage. The project failure would result in relatively limited impact on the organization relative to program risk.	potentially the impact on the organization if a risk materializes will be greater relative to project risk. Programmed failure could result in material financial, reputational or operational loss.
<b>Nature of the problem</b>	Clearly defined	Ill-defined; often disagreement between key stakeholders on the nature and definition of the problem.
<b>Nature of the Solution</b>	A relatively limited number of potential solutions.	A significant number of potential solutions with often with disagreement between stakeholders as to the preferred solution.
<b>Stakeholders</b>	A relatively limited number of stakeholders.	A significant number of diverse stakeholders; probable disagreement between them as to the definition of the problem & the preferred solution.
<b>Relationship to environment</b>	Environment within the project takes place is understood and relatively stable.	Environment is dynamic; and programmed objectives need to be managed in the context of the changing environment within which the organization operations.
<b>Resources</b>	Resources to deliver the project can be reasonably estimated in advance.	Resources are constrained and limited; there is competition for resources between projects.

Process Flow of the Submission, Approval, Implementation and Certification of Innovation Project

Enclosure 3.1 FLOWCHART



Enclosure 3.2

A. PROCEDURE

1. The school head, DIC, and SDO Heads shall endorse the innovation proposal addressed to the SDS thru the Division Innovation Committee (DIC).
2. All proposal for innovation shall be subjected to presentation, review, validation and approval by the Division Innovation Committee (DIC) subject to requirements and set criteria.
3. The proponent shall receive a certificate of innovation completion signed by the SDS through the Planning and Research Unit.
4. A group/ team innovation project shall consist of maximum of three (3) member with identified functions.
5. The duration of the project shall have a maximum of one school year and a minimum of six months starting from the approval until the completion of the write-up
6. Issuance of certificate may depend on the scale, impact, and relevance of the innovation.

**PARTS/ FORMAT IN WRITING INNOVATION PROJECT PROPOSAL**

- I. General Information
- II. Summary
- III. Background and Rationale
- IV. Objectives and Outputs
- V. Methodology
- VI. Cost

**I. General Information**

*List the persons who will be involved in the project. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses.*

<b>PROJECT TITLE</b>	
<b>OFFICE/ SCHOOL</b>	
<b>LEAD PROPONENT</b>	Name: Contact Number: E-Mail Address:
<b>MEMBER</b>	Name: Contact Number: E-Mail Address:
<b>MEMBER</b>	Name: Contact Number: E-Mail Address:
<b>TOTAL PROJECT COST &amp; SOURCES</b>	
<b>PROJECT DURATION</b>	Start Date: Completion Date:

**II. Summary**

- a. Present the reasons for doing this project and state the objectives of the project.
- b. Write concisely and clearly. The proponent must be able to answer the following questions:
  - *Why do you want to do this project?*
  - *What will you be doing?*
  - *How are you going to do it?*
  - *Where will it be done?*
  - *How long will it take?*
  - *How much will it cost?*

### **III. Background/ Rationale**

#### **A. Brief Summary**

- Write the background of the project being proposed. The School Improvement Plan, School Report Card, MEA Results, Needs Assessment Analysis, Technical Assistance Results, and other relevant data are important sources of information.
- The project must be highly relevant and directly related to the priority school, district, and division problems and needs identified.

#### **B. Issues being Addressed:**

- What is/ are the main cause/s of the issue?
- This section briefly summarizes the situation within which the problem/ opportunity exists. Give the reasons why this project is important to the improvement of the school.
- Cite specific causes or issues based on your characterization in the School Monitoring, Evaluation and Adjustment (SMEA), and/ or results of the problem analysis in the Continuous Improvement Process (CIP).
- Cite related issues or school concerns affected by the main issue if ever there is a chain effect.
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### **IV. Objective and Outputs**

#### **A. General Objectives**

- What will this project contribute in achieving higher aims of the institution (i.e., division, district, and school Community Learning Centers or CLCs)?

#### **B. Specific Objectives**

- What this project seeks to achieve.  
Objectives must be specific, measurable, attainable, results-oriented and time- bound (SMART). Objectives should be achieved within the project time frame.

#### **C. Outputs**

- State the project outputs.  
Specific and tangible products from inputs and activities (i.e., learning materials, lesson plans, documented approaches and strategies, etc.)

## V. Methodology

### A. Project Description

- This pertains to the proposed solution/s to address the issue.
- Describe what the project is all about.

### B. Beneficiary Description

- Define and describe who and what groups will benefit from the project and the kind of benefits to be described. If there are indirect beneficiaries, they may be cited in this section.

### C. Project Breakdown and Task Time

- What are the components of the project? Divide it into the following:

#### I. Pre-implementation Stage

Activity	Time Frame	In-Charge	Deliverables

#### II. Implementation Stage

Activity	Time Frame	In-Charge	Deliverables

## VI. Post Implementation Stage

Activity	Time Frame	In-Charge	Deliverables

### D. Risk Management

- Describe the major project risks and delineate the plans to alleviate or control them. Make sure to address each risks likelihood of occurring as well as its impact on the project and the school.

Possible Risks	Mitigating Measures
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## VII. COST

- Provide detailed (itemized) budget

Item	Quantity	Unit Price	Cost
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- **Fund Source**

- Provide possible fund source. It should not come from the MOOE fund.

*\*If fund source will come from donation, make sure to get a proof of donation, MOA, or any evidence of the project's sourcing to be included in the completion reports.*

## VIII. Monitoring and Evaluation

- Describe how progress will be achieved throughout and at the end of the project. This includes the provision of Quality Assurance, Technical Assistance, monitoring and Evaluation (QATAKE), in every phase of the project.

## IX. Sustainability

- Describe strategies for sustainability

Next Step	Time Frame	In-Charge	Output
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## X. Appendices

**Attach the following:**

- Photo documentation of the project
- Memorandum, letters and other pertinent documents (letter of approval) relative to the conduct of the innovation
- Memorandum of Agreement (MOA with donors)

**PARTS/ FORMAT IN WRITING THE FINAL PAPER/ COMPLETION REPORT FOR INNOVATION PROJECT**

**A. Preliminary Parts**

1. Title Page
2. Acknowledgement
3. Table of Contents

**B. Parts of Final Paper**

- I. Acknowledgment
- II. General Information
- III. Summary
- IV. Background and Rationale
- V. Objectives and Outputs
- VI. Methodology
- VII. Cost
- VIII. Monitoring and Evaluation
- IX. Sustainability
- X. Appendices

**I. General Information**

List the persons who will be involved in the project. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses.

PROJECT TITLE	
OFFICE/ SCHOOL	
LEAD PROPONENT	Name: Contract Number: E-Mail Address:
MEMBER	Name: Contract Number: E-Mail Address:
MEMBER	Name: Contract Number: E-Mail Address:
TOTAL PROJECT COST & SOURCES	
PROJECT DURATION	Start Date: Completion Date:

**II. Summary**

- A. Present the reasons for doing this project and state the objectives of the project.
- B. Write concisely and clearly. The proponent must be able to answer the following questions:
  - Why do you want to do this project?
  - **What will you be doing?**
  - How are you going to do it?
  - Where will it be done?
  - How long will it take?

**ON CHARACTER FORMATTING (font size, font style, margins, etc.)**

Consider the following character formatting your Innovation Project.

1. Font - the recommendation font style is Times New Roman with 12pt. font size. Typeface should be regular. Bold and italics may be used to emphasize words.
2. Spacing - observe double spacing. However, use only one space between words and after every punctuation. Leave two spaces at the end of every sentence before beginning a new one.
3. Indention - indent all subheadings and first lines of each paragraph to one half inch (0.5").
4. Paper size and margins - Use A4 (8.27 x 11.69 inches) and observe one-inch margin on all sides (top, left, bottom, right).
5. Pagination - observe proper pagination. The body of the report should begin with number 1 while the preceding pages are counted as pages I, ii, iii etc.
6. Heading. The Title Page and Acknowledgment, should all be centered at the top of a new page.
7. Annexes. Label each material as Annex A, B, C, etc.

**INNOVATION PROJECT COMPLETION REPORT**

**(INNOVATION PROJECT TITLE)**

**A Completed Innovation  
Project Presented to the  
Division Innovation  
Committee**

**Schools Division Office of Calbayog City**

**NAME**

**Position School/District/SDO Affiliation**

(Insert Division logo here)

PROJECT/ PROGRAM INNOVATION PROPOSAL

\_\_\_\_\_ Date

Name of Proponent: \_\_\_\_\_  
(First Name) (MI) (Last Name)

Title: \_\_\_\_\_

Name of School/ Division and Section: \_\_\_\_\_

Address of School: \_\_\_\_\_

Contact Number: \_\_\_\_\_

School Level

Noted by:

\_\_\_\_\_  
Department Head/School Innovation Coordinator  
Date: \_\_\_\_\_

\_\_\_\_\_  
School Head  
Date: \_\_\_\_\_

Division Level

Checked by:

**GALINA V. PANELA**  
Division Research and Innovation Coordinator  
Date: \_\_\_\_\_

**Subject Expert**  
Education Program Supervisor (EPS)  
Date: \_\_\_\_\_

Noted:

**AVELINA P. TUPA, PhD**  
Chief Education Supervisor, SGOD  
Date: \_\_\_\_\_

**RENATO S. CAGOMO, PhD**  
Chief Education Supervisor, CID  
Date: \_\_\_\_\_

Recommending Approval:

Approved:

**JUN-NILOU D. DULFO, PhD**  
OIC-Assistant Schools Division Superintendent  
Date: \_\_\_\_\_

**MARGARITO A. CADAYONA, PhD, CESO VI**  
OIC-Schools Division Superintendent  
Date: \_\_\_\_\_

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PROJECT/ PROGRAM INNOVATION REPORT SIGNATORIES

\_\_\_\_\_ Date

Name of Proponent: \_\_\_\_\_  
(First Name) (MI) (Last Name)

Title: \_\_\_\_\_

Name of School/ Division and Section: \_\_\_\_\_

Address of School: \_\_\_\_\_

Contact Number: \_\_\_\_\_

School Level

Noted by:

\_\_\_\_\_  
Department Head/School Innovation Coordinator  
Date: \_\_\_\_\_

\_\_\_\_\_  
School Head  
Date: \_\_\_\_\_

Division Level

Checked by:

**GALINA V. PANELA**  
Division Research and Innovation Coordinator  
Date: \_\_\_\_\_

**Subject Expert**  
Education Program Supervisor (EPS)  
Date: \_\_\_\_\_

Noted:

**AVELINA P. TUPA, PhD**  
Chief Education Supervisor, SGOD  
Date: \_\_\_\_\_

**RENATO S. CAGOMO, PhD**  
Chief Education Supervisor, CID  
Date: \_\_\_\_\_

Recommending Approval:

Approved:

**JUN-NILOU D. DULFO, PhD**  
OIC-Assistant Schools Division Superintendent  
Date: \_\_\_\_\_

**MARGARITO A. CADAYONA, PhD, CESO VI**  
OIC-Schools Division Superintendent  
Date: \_\_\_\_\_