



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

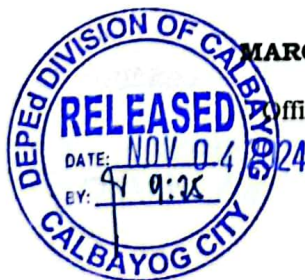
November 4, 2024

**DIVISION MEMORANDUM**  
 PRS-2024- 579

**DISSEMINATION AND ADOPTION OF INNOVATION MANAGEMENT GUIDELINES**

To : Assistant Schools Division Superintendent  
 SGOD and CID Chiefs  
 Education Program Supervisors  
 Public School District Supervisors  
 Unit/Section Heads  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In accordance with Regional Memorandum No. 1319, s. 2024, titled "Adoption of Innovation Management Guidelines," this office, through the Planning and Research Section, informs the field about the adoption and implementation of these guidelines to streamline the management of innovation projects within the Division.
2. As such, the adoption of these guidelines aims to:
  - a. foster a culture of innovation throughout the Division;
  - b. ensure adherence to processes for initiating, developing, and implementing innovation projects;
  - c. align innovation projects with the Department's strategic goals and objectives;
  - d. maximize the impact and efficiency of initiatives; and
  - e. promote knowledge sharing, collaboration, and co-creation.
3. Attached herewith is a copy of the Innovation Management Guidelines for your reference.
4. Immediate dissemination of and compliance with this Memorandum are desired.



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

For the Schools Division Superintendent:

**GRACE S. PAGUNSAN**  
 Administrative Officer

808 121 5. 2024

Enclosure: As stated  
 Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
 ADOPTION INNOVATION MANAGEMENT GUIDELINES  
 SGOD-PRS-GVP



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Page 1 of 1



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

October 15, 2024

**REGIONAL MEMORANDUM**  
 No. **1319** s. 2024

**ADOPTION OF INNOVATION MANAGEMENT GUIDELINES**

To: Schools Division Superintendents  
 Regional Office Division Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This Office, through the Policy, Planning and Research Division, adopts the implementation of the enclosed **Innovation Management Guidelines** to provide directions in managing innovation projects at the regional, schools division, and office levels.
2. The Innovation Management Guidelines aim to:
  - a) foster a culture of innovation across all levels of our organization;
  - b) standardize the process of initiating, developing, and implementing innovative projects;
  - c) ensure alignment of innovation efforts with our strategic goals and objectives;
  - d) maximize the impact and efficiency of our innovation initiatives; and
  - e) facilitate knowledge sharing and cross-functional collaboration.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

Enclosures: As stated  
 References: None

To be indicated in the Perpetual Index under the following subjects:

ADOPTION                  GUIDELINES                  INNOVATION



PPRD-RCB

Enclosure 2 to Regional Memorandum 1319**INNOVATION MANAGEMENT GUIDELINES****I. Rationale**

The role that innovation plays in driving progress and economic growth is highlighted in Republic Act 11293, otherwise known as Philippine Innovation Act. Specifically, the law posits that educational institution is one of the key drivers of programs that stimulate innovation literacy and skills development for the Filipino workforce and entrepreneurs, including women and the youth.

Given this context, the Department of Education (DepEd) finds it imperative to promote innovation among its offices at all levels, through the formulation of policies and guidelines. Furthermore, this emphasis on innovation is also reflected in Republic Act 10533 or the Enhanced Basic Education Act, which requires DepEd to continuously enhance the quality of basic education by contextualizing and innovating strategies, mechanisms, and processes that will contribute to improved educational outcomes and services.

Consequently, educational innovation helps to fulfill the objectives of equity, resilience, quality, well-being, and governance. By fostering innovation in basic education, the Philippine government, through DepEd, drives national development, sustainable economic growth, and quality education delivery.

At the regional level, DepEd aims to institutionalize innovation through strategic plans and flagship programs, anchored on MATATAG Agenda. As a result, these guidelines are established to provide clear instructions and uniform practices for managing innovation initiatives effectively, encompassing all phases from proposals to implementation, monitoring, and evaluation.

By adhering to these, the Department of Education Regional Office VIII aims to foster a culture of continuous improvement, encouraging creative problem-solving and the development of innovative solutions to address challenges and improve the quality of basic education delivery. Moreover, the guidelines promote a standardized and streamlined approach to innovation management, ensuring consistency, accountability, and alignment with the department's overall strategic goals.

**II. Scope**

The implementation of these innovation management guidelines is expected to drive meaningful and sustainable progress in the educational landscape in the DepEd RO VIII Schools Division Offices, and Schools leading to enhanced learning outcomes, increased access to quality education, and the overall advancement of the Philippine basic education system.

This will take effect upon the issuance of the Regional Memorandum. Schools Division Offices may adapt their own guidelines, provided that such adaptations do not violate any provisions stipulated in these Guidelines.

**III. Definition of Terms**

- a. Certificate of Adoption- An official document issued by the Head of Office confirming that a specific innovative initiative has been adopted and implemented by another office or school.
- b. Certificate of Approval- An official document issued by the Head of Office approving a proposed innovation initiative for implementation in basic education, after evaluating its feasibility, alignment with educational objectives, and compliance with relevant policies and regulations.
- c. Certificate of Utilization- An official document issued by the Head of Office that attests to the actual usage and application of the innovation initiative within the educational setting, such as classrooms, schools, or offices.
- d. Completed Innovation Report- A document detailing the accomplishments of each milestone in an innovation initiative.
- e. Head of Office- refers to the highest authority within each government level, as follows:

Governance	Head of Office
Region	Regional Director
Schools Division Office	Schools Division Superintendent
Schools	
Community Learning Centers	

- f. Innovation- refers to the process of translating an idea, concept or invention into an output, practice, policy, or system that creates value to the organization and its clientele; and results in workplace improvement through efficiency in operation, increased production, improved working standards, and/or savings in government spending (DO #7, s. 2023).
- g. Innovation Proposal- A document that outlines a detailed plan for the pre-implementation, implementation, and post-implementation phases of innovative ideas, strategies, processes, products, practices, or services.
- h. Proponents are individuals or groups who submitted and/or implemented innovation proposals.

#### IV. Innovation Review Committee

At each governance level, an Innovation Review Committee shall be established. The composition, roles, and terms of references are listed below:

##### *Schools Division Office Level:*

Chairperson: Assistant Schools Division Superintendent  
Cochairpersons:  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance Operations Division

Members:  
Education Program Supervisor, Curriculum Implementation Division  
Education Program Supervisor, School Governance Operations

##### Division

Senior Education Program Specialist, Planning and Research Section  
Senior Education Program Specialist, Monitoring and Evaluation  
Senior Education Program Specialist, Human Resource Development

##### Secretariat:

Office Staff, Planning and Research Section  
Other personnel as designated by the Schools Division Office through a Special Order

*To facilitate the evaluation and approval of innovation project proposals, committee members may assign permanent alternates to participate in their place during meetings if they are unable to attend.*

##### *Regional Office Level:*

Chairperson: Assistant Regional Director  
Cochairperson:  
Chief Education Supervisor, Policy Planning and Research Division

##### **Regular Members:**

Chief Education Supervisor, Curriculum and Learning Management  
Division

Chief Education Supervisor, Administrative Division  
Chief Education Supervisor, Quality Assurance Division  
Chief Education Supervisor, Human Resource Development Division  
Chief Administrative Officer, Field Technical Assistance Division  
Legal Officer  
Chief Administrative Officer, Finance Division  
Chief Education Supervisor, Education Support and Services

##### Division

##### Provisional Members:

Education Program Supervisor of the concerned functional division  
Unit/Section Head of the concerned functional division

##### Secretariat:

Office Staff, Policy, Planning and Research Division

*To facilitate the evaluation and approval of innovation project proposals, committee members may assign permanent alternates to participate in their place during meetings if they are unable to attend.*

### *Terms of Reference*

#### A. Regional and Division Innovation Review Committees

The Regional and Division Innovation Review Committees are tasked with the oversight and management of innovation proposals at the regional and division levels, respectively. The committees' key responsibilities include:

1. Assessing and endorsing innovation proposals submitted within the region/division.
2. Offering technical support to proponents, assisting in the implementation of their innovative initiatives.
3. Establishing partnerships with educational institutions, other government agencies, and various DepEd offices to enhance the reach and impact of innovation initiatives.
4. Consolidating and analyzing reports from the offices concerning ongoing innovation initiatives.
5. Conducting comprehensive reviews and evaluations of completed innovation initiatives, assessing their results.
6. Recommending the issuance of Certificates of Approval, Utilization, and Adoption

#### B. Secretariat

The Regional and Division Innovation Review Committees Secretariat shall perform the following:

1. Facilitating and documenting the proceedings of the committee meetings, ensuring efficient organization and coordination.
2. Performing preliminary assessments of submitted innovation initiatives for compliance with the established guidelines.
3. Aiding Regional/Division Innovation Committee members in evaluating innovation proposals.
4. Preparing official documents, such as memoranda, meeting notices, formal invitations, and letters to innovation proponents.
5. Compiling periodic reports detailing the accomplishments and progress related to the innovation initiatives, providing insights, and highlighting notable achievements.
6. Preparing complete staff work in support of the Committee functions as needed.

### **V. Submission and Receipt of Innovation Proposals**

Innovation proposals seeking recognition and merit in the ranking process at the school, division, or regional level must adhere to the guidelines set by the Department of Education (DepEd) Regional Office VIII.

- a. Regional Office Personnel, Assistant Schools Division Superintendents, and Schools Division Superintendents shall submit their innovation proposals to the DepEd Regional Innovation Review Committee.
- b. Teachers, Non-Teaching Personnel, School Heads, District Heads, and Division Personnel shall submit their innovation proposals to the Schools Division Office.
- c. All innovation proposals shall be received and facilitated by the SDO Planning and Research Section (for proposals from schools/divisions) and the DepEd Regional Office Policy, Planning and Research Division (for proposals from the SDS/ASDS/regional office).
- d. Proposals shall use the prescribed template (*see Annex A*)

**VI. Screening, Review, Evaluation and Approval of Innovation proposals**

- a. Planning and Research Section (SDO Level)/Policy, Planning and Research Division (Regional Level), coordinating with the Innovation Review Committee, shall set the evaluation schedule of the innovation proposals.
- b. The respective Secretariats shall conduct the initial screening of submitted innovation proposals against the requirements, which will include the following:
  1. A signed endorsement from the head of the school, division, unit, or section;
  2. Use Innovation Proposal Template
  3. Declaration of Anti-Plagiarism (*Annex B*)
  4. Declaration of Absence of Conflict of Interest (*Annex C*)
- c. Proposals will be immediately returned to proponents with feedback if they:
  1. Use incorrect template/s;
  2. Have incomplete requirements;
  3. Present personal or professional conflicts of interest;
  4. Violate innovation ethics; and
  5. Fail to align with national or local strategic objectives.
- d. The evaluation may be done through face-to-face or virtual means.
- e. The following evaluation criteria shall be used to assess the proposals: (*see Annex D*)
  1. alignment with DepEd's strategic priorities and initiatives;
  2. potential effects on improving learning outcomes, teaching effectiveness, or system efficiency;
  3. originality;
  4. feasibility and sustainability of implementation; and
  5. cost-effectiveness and resource utilization
- f. The committee shall have the option to require the proponents to attend the evaluation, either through face-to-face or virtual.

- g. Proposals that meet the required standards (75% or better) shall be endorsed for approval, while proponents of those innovation proposals that do not meet the standards shall be informed through a letter.
- h. A maximum of three (3) members is allowed for group proposals. The lead proponent must be identified while roles of the other members must be specified in the innovation proposal.

#### **VII. Notification of Results**

- a. Once the Innovation Review Committee has evaluated the proposals, the secretariat shall issue a memorandum with the list of approved innovation proposals.
- b. For disapproved proposal/s, proponent/s shall be encouraged to resubmit their proposal/s for consideration once they incorporate the comments from the previous evaluation.

#### **VIII. Monitoring and Evaluation**

Approved innovations shall be subject to regular monitoring and evaluation to assess their effectiveness. If deemed necessary, the concerned office shall conduct onsite monitoring of the implementation of the innovation. Feedback and learnings from the implementation shall be used to refine the innovation and inform future proposal development.

#### **IX. Submission, Acceptance and Evaluation of Completed Innovation Reports**

- a. Proponents must submit a copy of the completed innovation report to the Innovation Review Committee using the prescribed template.  
(see annex F)
- b. Proponents are responsible for ensuring their project report is original work and accurately documents the implementation process.
- c. The secretariat will verify the completeness of all submitted final output documents.
- d. The evaluation of the results/effectiveness of innovation initiatives shall be done by the Innovation Review Committee.
- e. The committee may require Innovation implementers for face-to-face or virtual presentation of completed innovation initiatives.
- f. The completed innovation initiatives shall be evaluated using the following criteria: (see annex E for the rubrics)
  - 1. Achievement of Objectives
  - 2. Originality
  - 3. Efficiency of Resource Utilization
  - 4. Stakeholder/or Personnel Engagement



5. Sustainability/Adaptability

**X. Issuance of Certificates of Utilization and Adoption**

Upon the proponent's submission of comprehensive Completed Innovation Reports, accompanied by relevant supporting documentation and means of verification, the Innovation Review Committee shall thoroughly review the materials and, if deemed satisfactory, recommend to the Head of Office the issuance of Certificates of Utilization and/or Adoption. These certificates will serve as official acknowledgment and endorsement of the successful implementation and adoption of the innovative initiative within the organization. (see annexes G and H)

**XI. Dissemination**

A knowledge-sharing platform, through DepEd RO VIII's website, shall be established to facilitate the exchange of best practices and lessons learned.

**XII. Incentives and Recognition**

Outstanding completed innovation accomplishments across all governance levels and their implementers shall be recognized through the annual Innovation Summit. Successful innovations may be replicated and scaled up to benefit the broader education system.

### LIST OF REFERENCES

- Department of Education. (2017, March 20). Research Management Guidelines (DO16, s. 2017). <https://www.deped.gov.ph>.
- Department of Education. (2023, March 22). Guidelines on Recruitment, Selection, and Appointment in the Department of Education (Department Order No. 7, s. 2023). <https://www.deped.gov.ph>.
- Department of Education Regional Office II. (2023, August 7). Implementation guidelines on innovation management (RM NO. 408, S.2023). <https://region3.deped.gov.ph/rm-no-408-s-2023-implementation-guidelines-on-innovation-management/>.
- Department of Education Regional Office VIII. (2024, February 21). Corrigendum and addendum to Regional Memorandum Nos. 354 and 403, S. 2023 RE: Guidelines on the Crafting of Action Plan/Re-entry Action Plan/Job-embedded Learning/Impact Project-application of Education and Application of Learning and Development (Regional Memorandum HRDD-2024-185). <https://region8.deped.gov.ph/>.
- Republic Act No. 10533: Enhanced Basic Education Act of 2013. (2013, May 15). Official Gazette of the Republic of the Philippines. <https://www.officialgazette.gov.ph/2013/05/15/republic-act-no-10533/>
- Republic Act No. 11293: Philippine Innovation Act. (2019, April 17). 17th Congress of the Republic of the Philippines. <https://ldr.senate.gov.ph/>



### III. Introduction

Context and Rationale	<p><i>Provide relevant background information about the current challenges or opportunities that the proposed innovation aims to address.</i></p> <p><i>Explain the significance and importance of addressing these challenges or capitalizing on the opportunities.</i></p>
Objectives	<p><i>State the specific objectives and goals of the proposed innovation.</i></p> <p><i>Explain how the innovation aligns with DepEd's strategic priorities and initiatives.</i></p>
Indicative Dates of Implementation	
Target Professional Standard with Specific Domain/s, Strand/s, and Indicator/s:	<p><i>Teachers- refer to Philippine Professional Standards for Teachers</i></p> <p><i>School Heads- refer to Philippine Professional Standards for School Heads</i></p> <p><i>District Heads- refer to Philippine Professional Standards for Supervisors</i></p> <p><i>RO/SDO- refer to the latest compendium</i></p>
Participants' Profile:	
Innovation Overview:	<p><i>-Provide a detailed description of the proposed innovation, including its key features and functionalities.</i></p> <p><i>-Explain how the innovation is different from or an improvement upon existing solutions.</i></p> <p><i>Outline the expected benefits and positive impacts of the innovation on various stakeholders, such as students, teachers, administrators, and the education system.</i></p>

**IV. Implementation Plan**

**Planning Phase**

Target Milestone	Actions/ Activity	Expected Outputs	Responsible Persons	Support Needed from	Timeline

**Implementation Phase**

Target Milestone	Actions/ Activity	Expected Outputs	Responsible Persons	Support Needed from	Timeline

**Post Implementation Phase**

Target Milestone	Actions/ Activity	Expected Outputs	Responsible Persons	Support Needed from

**V. Fund Sources**

Phase/ Milestone	Resources Needed	Budget Estimate	Approvals Needed	Source of Fund

**VI. Risk Management Plan**

<b>Potential Problems</b> (List down all potential problems ("What can go wrong?") related to the implementation of the intervention.)	<b>S</b> How serious is the adverse consequence in case the potential problem happens? Determine if Low, Moderate, or High.	<b>Likely Causes</b> (What are the causes of potential problems with High and Moderate seriousness?)	<b>P</b> What is the probability that each of the likely causes will happen? Determine if Low, Moderate, or High.	<b>Preventive Action</b> (What action steps will be undertaken to eliminate causes with High and Moderate probability?)	<b>Contingent Action</b> (What action steps can be immediately taken in case each of the potential problems with High-Moderate seriousness and probability materializes?)	<b>Who</b> (For each action step, who will ensure that this is done?)	<b>When</b> (When will this action step be done?)	<b>Cost</b> (How much will taking this step cost?)

**VII. Monitoring and Evaluation**

Level of M and E	Indicators	Methods and Tools	Data Sources	Schedule of M and E	Person/s Responsible	User of M and E Data
Impact/ Goal						
Outcome						
Output						
Learning						

Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

Program /Plan /Project Proponent	
Signature	
Date	

Prepared by:

Program/Plan/Project Proponent/s

Recommending Approval:

Assistant Regional Director/Assistant Schools Division Superintendent  
Chairperson of the Review Committee

Approved

Regional Director/ Schools Division Superintendent

**Annex B**

**Declaration of Anti-Plagiarism**

1. I/We, \_\_\_\_\_, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.

2. I/We hereby attest to the originality of this innovation project proposal and have cited properly all the references used. I/We further commit that all deliverables and the final innovation project emanating from the proposal should be of original content. I/We shall use appropriate citations in referencing other works from various sources.

3. I/We understand that violation of this declaration and commitment shall be subject to consequences and shall be dealt with by the Department of Education.

Signature over Proponent's Name:

Date: \_\_\_\_\_



**Annex C**

**Declaration of Absence of Conflict of Interest**

1. I/We, \_\_\_\_\_, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in implementing, evaluating, and reporting the innovation.

2. I/We declare that I/we do not have a personal conflict of interest that may arise from my application and submission of my/our innovation proposal. I/We understand that my/our innovation proposal may be returned to me/us if found out that there is a conflict of interest during the initial screening. (“Innovation-format - INNOVATION - Department of Education ... - Studocu”)

3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my/our innovation, I/we will duly report it to the innovation committee for immediate action.

4. I/We understand that I/we may be held accountable by the Department of Education for any conflict of interest which I/we intentionally concealed.

\_\_\_\_\_  
Signature over Proponent’s Name

Date:

**Annex D**

**RUBRICS ON THE EVALUATION AND APPROVAL OF INNOVATION PROPOSALS**

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

Rating: \_\_\_\_\_

Proponent/s: \_\_\_\_\_

Office: \_\_\_\_\_

Criteria	Excellent	Good	Average	Fair	Poor
<b>Alignment with DepEd's Strategic Priorities</b>  (25%)	The proposal is 100% aligned with and directly supports DepEd's key strategic priorities and initiatives. (25)	The proposal is 99%-75% aligned with DepEd's strategic priorities, with some direct linkages. (20-24)	The proposal is 74%-50% aligned with DepEd's priorities, but the connection is not very strong. (15-19)	The proposal is 49%-25% aligned with DepEd's strategic priorities. (10-14)	The proposal is 25%-0% aligned with DepEd's strategic priorities. (1-9)
<b>Potential Effects on Learning Outcomes, Teaching Effectiveness or System Efficiency</b>  (25%)	The proposed innovation has 100% potential to significantly improve learning outcomes, teaching effectiveness, or system efficiency (25)	The proposed innovation has 99%-75% potential to improve learning outcomes, teaching effectiveness, or system efficiency, but the impact is not as clearly defined. (24-18)	The proposed innovation has 74%-50% potential to improve some aspects, but the impact is limited. (17-12)	The proposed innovation has 49%-25% potential to improve outcomes, effectiveness, or efficiency. (11-6)	The proposed innovation is unlikely (24%-0% potential) to have any meaningful impact on learning outcomes, teaching effectiveness, or system efficiency. (5-0)
<b>Originality of the Innovation</b>  (20%)	The proposed solution is 100% original and innovative, with a clear differentiation from existing approaches. (20)	The proposed solution demonstrates a 99%-75% level of originality and innovation, with improvements regarding current practices. (19-15)	The proposed solution has 74%-50% elements of innovation, but the overall approach is not significantly different from existing methods. (14-10)	The proposed solution has 50%-25% originality and innovation, with only minor improvements over current practices. (9-5)	The proposed solution has a 24%-0% level of originality and innovation and is remarkably like existing approaches. (4-0)

Criteria	Excellent	Good	Average	Fair	Poor
<p><b>Feasibility and Sustainability</b></p> <p>20%</p>	<p>The proposal presents</p> <ol style="list-style-type: none"> <li>1. A comprehensive, well-structured implementation plan with clear timelines and milestones</li> <li>2. Feasible and specific activities for each milestone</li> <li>3. Identified potential challenges with detailed mitigation measures</li> <li>4. Comprehensive monitoring and evaluation schemes</li> </ol> <p>(20)</p>	<p>Three of the 4 elements are present</p> <p>(19-15)</p>	<p>Only 2 of the 4 elements are present</p> <p>(14-10)</p>	<p>Only 1 element is present</p> <p>(9-5)</p>	<p>No element is present</p> <p>(4-0)</p>
<p><b>Cost-Effectiveness and Resource Utilization</b></p> <p>10%</p>	<p>The proposal demonstrates 100% cost-effectiveness and efficient utilization of resources. Detailed budget and cost estimates are provided.</p> <p>(10-9)</p>	<p>The proposal demonstrates 99%-75% cost-effectiveness and resource utilization. Budget and cost estimates are provided.</p> <p>(8-7)</p>	<p>The proposal outlines the cost and resource requirements, but only demonstrates 74%-50% cost-effectiveness.</p> <p>(6-5)</p>	<p>The proposal has limited or 49%-25% cost-effectiveness and resource utilization. Budget details are incomplete.</p> <p>(4-3)</p>	<p>The proposal lacks (24%-0%) cost-effectiveness and efficient use of resources. Budget details are not provided.</p> <p>(2-1)</p>

**Comments:**

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**Reviewer**



**Annex E**

**COMPLETED INNOVATION REPORT TEMPLATE**

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**Title of Innovation Project**

**Project Proponent/s:**

**Project Summary:**

The goal of this section is to present, in paragraphs, the background, objectives, methods and results of the project concisely and clearly, and must be able to answer the following questions:

- Why did you create this project?
- Why do you consider this an innovation?
- Who were your target beneficiaries? Where did this take place?
- What activities did you accomplish to accomplish the project?
- How long did it take for you to complete the project? Who helped you with it?
- How much did you have to spend on its implementation?
- What was the result? What was the impact of your project on the educational system and the community? What proof can you show us the positive impact?
- What do you intend to do next?

**References:**

**Appendices**

(Pictures, screenshots, Letters/MOA from Donors, recognitions received, M and E Report, approved proposal)

**Annex F****RUBRICS ON THE EVALUATION OF  
COMPLETED INNOVATION INITIATIVES**

Innovation Title: [ ]

Rating:

Proponent/s:

Office:

CRITERIA	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
<b>1. Achievement of Objectives (50%)</b> (MOV: Completed Innovation Report/ Progress Report)					
Extent of goal achievement  20%	81-100% of objectives met or exceeded  20-17	61-80% of objectives met  16-13	41-60% of objectives met  12-9	21-40% of objectives met  8-5	0-20% of objectives met  4-0
Results  20%	>50% improvement  20-17	26-50% improvement  16-13	11-25% improvement  12-9	1-10% improvement  8-5	0% improvement  4-0
Timeliness of implementation  10%	Ahead of schedule by >2 weeks  10-9	On schedule (±2 weeks)  8-7	1-3 months delayed  6-5	3-6 months delayed  4-3	>6 months delayed or incomplete  2-0
<b>2. Originality (10%)</b> (MOV: Approved Innovation Proposal/ Awards Received)					
Uniqueness of approaches/ strategies  10%	81-100% novel elements  10-9	61-80% novel elements  8-7	41-60% novel elements  6-5	21-40% novel elements  4-3	0-20% novel elements  2-0
<b>3. Efficiency and Resource Utilization (20%)</b>					
Cost-effectiveness  10%	>20% under budget  10-9	10-20% under budget  8-7	Within budget  6-5	10-20% over budget  4-3	>20% over budget  2-0
Resource allocation  10%	<5% misallocation  10-9	5-10% misallocation  8-7	10-20% misallocation  6-5	20-30% misallocation  4-3	>30% misallocation  2-0
<b>4. Stakeholder and/or Personnel Engagement (10%)</b>					

<i>(MOVs: MOA/MOUs/ Attendance Sheets/Photos)</i>					
Level of stakeholder and personnel involvement 10%	81-100% involved 5	61-80% involved 4	41-60% involved 3	21-40% involved 2	0-20% of stakeholders and personnel Involved 1
<b>5. Sustainability and Adaptability (10%)</b> <i>(MOVs: Completed Innovation Report/ M and E Report)</i>					
Potential for long-term viability 5%	>5 years sustainability 5	3-5 years 4	2-3 years 3	1-2 years 2	<1 year sustainability 1
Potential for adaptability 5%	81-100% adaptable 5	61-80% adaptable 4	41-60% adaptable 3	21-40% adaptable 2	0-20% adaptable 1

**Comments:**

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\_\_\_\_\_  
**Reviewer**

**Annex G**

# CERTIFICATION OF UTILIZATION

THIS IS TO CERTIFY that the Innovation Project titled  
\_\_\_\_\_ of \_\_\_\_\_ (name of proponent/s) \_\_\_\_\_,  
\_\_\_\_\_ position/designation \_\_\_\_\_, was duly utilized by  
\_\_\_\_\_ (school/office/organization) \_\_\_\_\_ that led to significant positive  
results in Mr./Ms. \_\_\_\_\_ current or previous work.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ at  
\_\_\_\_\_ for whatever purpose it may serve.

\_\_\_\_\_  
Head of Office

**Annex H**

## CERTIFICATION OF ADOPTION

THIS IS TO CERTIFY that the Innovation Project titled \_\_\_\_\_ of \_\_\_\_\_ (name of proponent/s) \_\_\_\_\_, \_\_\_\_\_ position/designation \_\_\_\_\_ of \_\_\_\_\_ station \_\_\_\_\_, was duly adopted by \_\_\_\_\_ (school/office/organization) \_\_\_\_\_ at the \_\_\_\_\_ (specify the level) \_\_\_\_\_ that led to significant positive results in Mr./Ms. \_\_\_\_\_ current or previous work.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ for whatever purpose it may serve.

\_\_\_\_\_  
Head of Office