



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

February 01, 2023

**DIVISIONAL MEMORANDUM**

No. 041, s. 2023

**CONTEXTUALIZED SCHOOL INNOVATION PROPOSAL AND  
CONTEXTUALIZED COMPLETED SCHOOL  
INNOVATION FORMATS/TEMPLATES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Secondary and Elementary School Heads  
This Division

1. To establish consistency, efficiency, clarity, correctness, and appropriateness in writing school innovation proposals and completed school innovation reports, this office, spearheaded by the Schools Division Research Committee (SDRC), introduces the Division Contextualized School Innovation Proposal Format/Template and Division Contextualized Completed School Innovation Report Format/Template.
2. The templates/formats were designed to guide and help teachers and school heads craft a sound, comprehensive, practical, appropriate and responsive innovation that ensures the improvement of the learning outcomes of the learners.
3. Attached in this Memorandum are samples of the templates for reference. The forms can be downloaded at <https://tinyurl.com/InnoProp> for the school innovation proposal and <https://tinyurl.com/Compinno> for the completed school innovation report.
4. This Office directs the immediate and wide dissemination of this Memorandum.

**JEAN G. VELOSO**

Schools Division Superintendent

ATCH.: As stated

References: RM No. 070, s. 2022

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

**INNOVATIONS**

SBC/DM \_\_\_/February 1, 2023 \*Division Contextualized School Innovation Proposal and Division Contextualized Completed School Innovation Report Formats/Templates\*

/PWR:rmf



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**DIVISION CONTEXTUALIZED COMPLETED SCHOOL INNOVATION**

**A. Mechanics in Writing Completed School Innovation**

<b>Aspect</b>	<b>Description</b>
Font for headings	Boldface Bookman Old Style in accordance with hierarchy
Font for text portion	11-point Bookman Old Style
Margins Layout	Standard, 1 inch all sides, single-sided
Paragraphing	Indented paragraphs, with line skip between paragraphs in a section
Page number	Bottom centered
Paper	A4 (210 x 297 mm)
Spacing	1.0



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**B. Suggested Format/Template of a Completed Project for Innovation in Schools**

**Name of Proponent :**  
**Project Title :**  
**Project Time-frame :**

**I. Project Contacts**

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

**II. Project Summary**

The goal of this section is to present the reasons for doing this project as well as stating the project's objectives. In this section in particular it is very important to write concisely and clearly. Be able to answer the following questions:

- Why are you doing this project?
- What will you be doing?
- How will you be doing it?
- Who will be doing it?
- Where will it be done?
- How long will it take?
- How much will it cost?

**III. Project Background**

Explain what needs/problems you are trying to solve, and why these needs/problems are worth solving. You should also provide a brief setting and history behind the project. This section should be no more than a page. Include references to supporting documentation, such as project design or lay-out. This information can be placed in the index.

**IV. Project Objectives**

State explicit/ what goals the project is aiming to achieve.

**V. Project Methodology**

This sections details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach.

**A. Work Breakdown and Task Time Estimates**

In this section you should create a detailed project schedule. Make a list of tasks that will be performed for this project, make sure the list is detailed enough and the tasks broken down

**B. Project Deliverables**

Make a list of project "deliverables." (These are the products that will be delivered to the client at the end and throughout the duration of the project). Make sure to include a description of the deliverable.

**C. Project Risk Management**



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This section details the major project risks and delineates the plans to alleviate or control them. Make sure to address each risk's likelihood of occurring as well as its impact on the project and the school.

#### VI. Project Costs

In this section you will need to estimate the overall cost of the project.

**A. Project Budget** – must be detailed

**B. Sources** – (source of fund) Should not come from the MOOE fund.

#### VII. Monitoring and Evaluation

(Describe how progress will be evaluated throughout and at the end of the project. Formulate clear indicators for objectives and result.)

#### VIII. Next Steps

Specify the actions required for sustainability of the Project

- Next Step 1
- Next Step 2
- Next Step 3

#### IX. Appendices

- Pictures
- Letter/ MOA (Donors)
- Bill of Materials,
- Receipts of Deliverables,
- Letter of Acceptance,
- Approved Evaluation Form Signed by Project Evaluators.

#### X. Approval Sheet Signatories

Prepared by: \_\_\_\_\_  
*Proponent 1* \_\_\_\_\_  
*Proponent 2<sup>1</sup>*

Reviewed by: \_\_\_\_\_  
*School Head/(Immediate Head<sup>2</sup>)* \_\_\_\_\_  
*PSDS<sup>3</sup>*

Attested: \_\_\_\_\_  
*EPS/(Program Holder<sup>4</sup>)* \_\_\_\_\_  
*Chief ES, CID/Chief ES,*

SGOD/AO V- Admin<sup>5</sup>

Recommending Approval: \_\_\_\_\_

*Assistant Schools Division Superintendent*

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APPROVED: \_\_\_\_\_

*Schools Division Superintendent*

<sup>1</sup>*for more than one proponent*

<sup>2</sup>*for SDO Personnel*

<sup>3</sup>*not applicable for SDO Personnel*

<sup>4</sup>*for areas not covered by EPS*

<sup>5</sup>*depending on the scope of the project*



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**DIVISION CONTEXTUALIZED SCHOOL INNOVATION PROPOSAL**

**A. Mechanics in Writing Proposal for Innovation in School**

<b>Aspect</b>	<b>Description</b>
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**B. Suggested Format/Template of a Project Proposal for Innovation in Schools**

**Name of Proponent :**  
**Project Title :**  
**Project Time-frame :**

**I. Project Contacts**

Name of Person/s Involved	Position/ Designation	Roles in the Project	Phone Number	E-mail Address

**II. Project Summary (Write in paragraph form)**

The goal of this section is to present the reasons for doing this project as well as stating the project's objectives. In this section, in particular, it is essential to write concisely and clearly. Be able to answer the following questions:

- Why are you doing this project?
- What will you be doing?
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**VII. Approval Sheet Signatories**

Prepared by: \_\_\_\_\_  
*Proponent 1* \_\_\_\_\_ *Proponent 2*<sup>1</sup>

Reviewed by: \_\_\_\_\_  
*School Head/(Immediate Head)* \_\_\_\_\_ *PSDS*<sup>2</sup>

Attested: \_\_\_\_\_  
*EPS/(Program Holder)* \_\_\_\_\_ *Chief ES, CID/(Chief ES, SGOD/RO v. Admin)*<sup>3</sup>

Recommending Approval: \_\_\_\_\_  
*Assistant Schools Division Superintendent*

APPROVED: \_\_\_\_\_  
*Schools Division Superintendent*

<sup>1</sup>for more than one proponent

<sup>2</sup>for SDO Personnel

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