



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

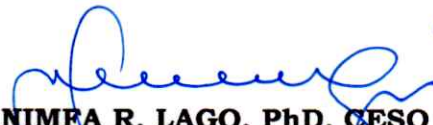
August 30, 2024

DIVISIONAL MEMORANDUM
 No. *249* , s. 2024

**UTILIZATION OF DIVISION-CONTEXTUALIZED SCHOOL INNOVATION
 PROPOSAL AND DIVISION-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

- 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.
- 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 learners.
- Attached are the DepEd Guidelines on Conducting School Innovation, Evaluation Sheet for School Innovation Implementation, Division Contextualized School Innovation Proposal Template, and Division Contextualized Completed Innovation Report Template.
- This Office directs the immediate and wide dissemination of this Memorandum.


NIMFA R. LAGO, PhD, CESO VI
 Schools Division Superintendent

ATCH.: As stated
 References: RM No. 070, s. 2022
 To be indicated in the Perpetual Index under the following subjects:

SCHOOL INNOVATIONS SCHOOL PROJECTS INITIATIVES

SBC/DM ___/August 30, 2024 "Guidelines on the Utilization of Division-Contextualized School Innovation Proposal Template and Division Contextualized Completed School Innovation Report Template"
 /P&R-rml



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Attachment No. 1: DepEd Guidelines on Conducting School Innovation

DepEd Guidelines on Conducting a Project for Innovation in School

1. The proposed innovation project shall be aligned with DepEd thrusts and contributory to the attainment of the Department's Vision and Mission.
2. The proponent must present the reasons for the project, and what needs or problems he/she wants to solve/address and innovate.
3. The proposed project must be qualified to benefit the learners and other school stakeholders.
4. The proposed project must have a realistic management plan and the resources needed to complete the project within a calendar year.
5. If it is an infrastructure project, the proponent must present or include a layout/ project design in her/his project proposal. Ex: the establishment of solar panels, windmills, e-library.
6. Fund sources to sustain the project must be in the form of donations, income-generating projects (IGP), personal, etc. It should not be taken from the school MOOE fund.
7. Solicitation is prohibited.
8. The proponent must show proof of donation, MOA, or any evidence of the project's sourcing (if sponsored project or donated project).
9. When the project is already complete, the evaluators will monitor the project again and will issue an evaluation form showing that the project is already finished. The evaluation should be a requisite for the approval of the final report.
10. While the project is ongoing, the project evaluators will come and visit to monitor the status of implementation.
11. If the proponent will use the innovation project for promotion purposes, acceptance of the project depends on the PSB(Personnel Selection Board).
12. The innovation/project must have a provision for sustainability and replicability.

Attachment No. 2: Evaluation Sheet in Monitoring School Innovation

Evaluation Sheet for School Innovation Implementation

| Manifestations | Rating | | | |
|--|--------|-----|-----|------|
| | 4-SA | 3-A | 2-D | 1-SD |
| 1. The innovation project is aligned with DepEd thrusts and contributory to the attainment of the Department's Vision and Mission. | | | | |
| 2. The proponent presented the reasons for the innovation project, and what needs or problems he/she wants to solve/address and innovate. | | | | |
| 3. The innovation project is qualified to benefit the learners and other school stakeholders. | | | | |
| 4. The innovation has a realistic management plan and the resources needed to complete the project within a calendar year. | | | | |
| 5. The proponent presented or included a layout/project design in her/his project proposal (for infrastructure only, if not, skip this or no rating for this) | | | | |
| 6. Fund sources to sustain the project were in the form of donations, income-generating projects (IGP), personal, etc. It was NOT TAKEN from the school MOOE fund. | | | | |
| 7. NO solicitation was conducted. | | | | |
| 8. The proponent showed proof of donation, MOA, or evidence of the project's sourcing (if sponsored project or donated project only. (Skip if personal funding). | | | | |
| 9. The proponent received a Letter of Approval for Implementation from the Schools Division Superintendent. | | | | |
| 9. The proponent requested an ocular inspection and evaluation during the conduct of the innovation project. | | | | |
| 10. The proponent requested an ocular inspection and evaluation after the completion of the innovation project. | | | | |
| 11. The proponent received a Letter of Acceptance from the Assistant Schools Division Superintendent and Schools Division Superintendent to convey approval of the innovation conducted. | | | | |

| | | | | |
|--|--|--|--|--|
| 12. The provision for sustainability and replicability is evident. | | | | |
|--|--|--|--|--|

Evaluated by:

(Signature Over Printed Name)

Concurred:

SUSAN EPIFANIA B. CARPIO
Chief ES – SGOD

ANACLETA A. GACASAN
Chief ES – CID

Noted:

DIONESIO L. LIWAGON JR., CESE
Asst. Schools Division Superintendent

NIMFA R. LAGO, PhD, CESO VI
Schools Division Superintendent



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Attachment No.3: Division Contextualized School Innovation Proposal Template

DIVISION CONTEXTUALIZED SCHOOL INNOVATION PROPOSAL

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

I. Project Contacts

(Insert here brief description)

| 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?
- 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 explicitly 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 complete enough and the tasks broken down.)

B. Project Deliverables

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



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C. Project Risk Management

(This section details the significant 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).

VII. Monitoring and Evaluation

(Describe how progress will be evaluated throughout and at the end of the project.

Formulate clear indicators for objectives and results.)

Note:

- The direct superior of the proponent will conduct monitoring and evaluation.
- Monthly ocular inspection to monitor and evaluate the implementation of the intervention.

VII. Approval Sheet Signatories

Prepared by: _____
Proponent 1

_____ *Proponent 2¹*

Reviewed and
Noted by: _____
School Head/(Immediate Head²)

_____ *PSDS³*

¹for more than one proponent

² for SDO Personnel

³not applicable for SDO Personnel



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Attachment No.4: Division Contextualized Completed School Innovation Template

DIVISION CONTEXTUALIZED COMPLETED SCHOOL INNOVATION

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, and roles in the project, as well as phone numbers and email addresses)

Start it with a short description in 2 or more sentences.

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

II. Project Summary

(The goal of this section is to present the reasons for doing this project as well as state 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 layout. This information can be placed in the Index.)

IV. Project Objectives

(State explicitly/ what goals the project is aiming to achieve.)

V. Project Methodology

(This section 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



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(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

(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)

Note: Sources of the fund Should not come from the MOOE fund.

VII. Monitoring and Evaluation

(Describe how progress was evaluated throughout and at the end of the project. Formulate clear indicators for objectives and results.)

- The direct superior of the proponent conducted monitoring and evaluation.
- Monthly ocular inspection to monitor and evaluate the implementation of the intervention.
- The proponent prepared a completion report at the end of the implementation period.
- The result/s of the intervention were presented during the Project Implementation Review of the school at the end of the school year. The positive outcomes, were included in the school report card.

VIII. Next Steps

(Specify the actions required for the 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.



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X. Approval Sheet Signatories

Prepared by: _____
Proponent 1 _____
Proponent 2¹

Reviewed by: _____
School Head/(Immediate Head)² _____
PSDS³

Attested: _____
EPS/(Program Holder)⁴ _____
SGOD/AO V- Admin⁵ _____
Chief ES, CID/Chief ES,

Recommending Approval: _____
Assistant Schools Division Superintendent

APPROVED: _____
Schools Division Superintendent

¹*for more than one proponent*

²*for SDO Personnel*

³*not applicable for SDO Personnel*

⁴*for areas not covered by EPS*

⁵*depending on the scope of the project*



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