
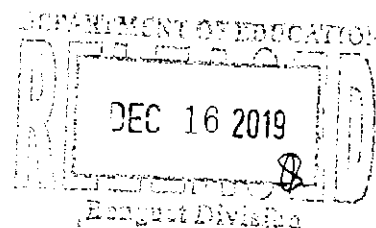
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570    Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-003</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p><b>Division Memo No. <u>413</u> s.2019</b></p>		<p>Name of Office: <b>OSDS-SDS Office</b></p>	

TO: Chief CID  
Education Program Supervisors  
Alternative Learning System EPS  
Public Schools District Supervisors and Coordinating Principals  
Public Elementary and Secondary School Heads  
Elementary, Secondary School Teachers and ALS Facilitators



FROM:   
**BENILDA M. DAYTACA, EdD., CESO VI**  
Schools Division Superintendent

SUBJECT: **GUIDELINES FOR INNOVATION PROJECTS**

DATE: October 14, 2019

1. Pursuant to RA No. 9155, otherwise known as Basic Education Act 2001 states all teaching and non-teaching personnel are encouraged to create/innovate school-based initiated projects geared towards the improvement of the teaching-learning process and school governance, the Schools Division of Benguet had come-up with the official guidelines for innovation projects.
2. The objective of these guidelines is to have uniform format, appropriate content, design and lay-out of innovation projects.
3. All the members of the District Evaluation Committee are required to review and evaluate all innovation projects submitted to them and accomplish the District Evaluation Committee Report.
4. Attached are the guidelines (format, content and design) of innovation projects and samples of the different parts.
5. This policy shall take effect immediately after its approval.
6. Immediate dissemination of and strict compliance with this memorandum is desired.

CID/RAG/gcd

# GUIDELINES FOR INNOVATION PROJECTS

## LEGAL BASIS

RA No. 9155 states that all teaching and non-teaching personnel are encouraged to create/innovate school-based initiated projects geared towards the improvement of the teaching-learning process and school governance.

## WHAT IS INNOVATION?

Innovation is the introduction of *new ideas, services and practices* which are intended to be useful. It addresses gaps on access, quality and relevance, and governance or management of education service, such as: increase enrolment, participation rate, and reduce drop-out, and failure rates, enhance assessment strategies, improve academic performance, enhance learning environment and improve physical facilities. It could be a product of contextualization and indigenization.

## WHO WILL INNOVATE?

Teachers, Master Teachers, Head Teachers, Principals, Supervisors and Non-Teaching Personnel

## DURATION OF THE PROJECT

Maximum of one school year and minimum of 6 months starting from the approval of proposal until the completion of the write-up

## DESCRIPTION OF THE INNOVATION PROJECT

### A. The description of the innovation contains the following:

1. DepEd thrusts and legal basis
2. Data-driven or data-based explanations why the project is necessary, and what needs or problems to be solved, addressed or innovated.
3. Expected benefits of the innovation project to the learners and other stakeholders.
4. The proposed project presents realistic management plan and the resources needed to complete the project.
5. If the project is on instructional aids and models, the proponent presents or includes layout/project design in the proposal, example, establishment of a solar panel, e-library and others.

### B. Monitoring, Evaluation and Validation

1. While the project is on-going, the proponent will submit a progress report and invite project evaluators (PSDS, School Head and EPS) to monitor the status and progress of the project.
2. The progress report will be submitted monthly every 1<sup>st</sup> week of the succeeding months, and it includes the attendance if applicable, photo documents and other means of verifications.
3. When the project is already complete, the proponent will invite again the evaluators (same evaluators during the implementation) to evaluate and validate the project. The validation is a requisite for the approval of the final report.
4. The proponent is encouraged to present the implemented project during meetings, trainings and conferences.

**PROPOSED DESIGN, LAYOUT AND PRINTING OF INNOVATION**

**TYPOGRAPHY**

<b>ASPECT</b>	<b>DESCRIPTION</b>	<b>No. of Pages</b>
<i>FRONTMATTER</i>		1
Font Type	Arial	
Cover Page		1
Header with school logo		
Innovation Proposal Title		
. Font Size	16, not bold	
. Space	5 pts. Single space from the header	
"Title"		
.Font Size	16, bold	
.Space	1 pt. single space from the word "Innovation Proposal Title"	
Name of Proponent		
.Font Size	14, bold	
.Space	5 pts single space from the last line of the title	
The word "Proponent"		
. Font Size	14, not bold	
	No space, to be written under the name of the proponent	
Name of School		
.Font Size	14, bold	
.Space	5 pts single space from the word "proponent "	
School Address		
.Font Size	14, not bold	
.Space	No space, to be written below the name of the school	
Project Duration	(1 school year)	
.Font Size	14, bold	
.Space	5 pts single space from the address of the school	
<i>BODY</i>		
Font for Main Headings (CHAPTERS)	14, bold, all caps, flushed left	
Font for Subheadings	12, bold, only the first letters are capitalized, flushed left	
Font for Body Text	12, not bold	
Page Numbers	Bottom-right, plain Arabic Numerals	
Body Text	Justified	
Margins	1.5" left side, 1" all other sides	
Paragraphing	Indented Paragraphs	
Paper	8.27" x 11.69" (A4)	
Spacing	1.15 pts.	
I. Introduction and Justification		1-2 pages
II. Goals and Objectives		
III. Project Target and Beneficiaries		
IV. Project Description		1-2 pages
V. Project Implementation		1-2 pages
VI. Sustainability Plan		1 page
VII. Budget Estimate		1-2 pages
VIII. Monitoring and Evaluation		1-2 pages

**FORMAT (PROPOSAL)**

**Cover Page (1 page) –refer to font size and spaces presented in the  
TYPOGRAPHY**

***Heading of the School***

Innovation Proposal Title:

**“SCI-ARTCOM: AN INTERVENTION IN ENHANCING  
INVESTIGATION SKILLS OF LEARNERS”**

**PEDRO L. JUAN**  
Proponent

**MANKAYAN NATIONAL HIGH SCHOOL**  
Poblacion, Mankayan, Benguet

**PROJECT DURATION**  
**June 2019-March 2020**

**Table of Contents (*another page*)**

**(Evaluation Sheet- District)**

Heading of the School

**EVALUATION FORM**  
(Innovation Proposal or Completion Report)

Title:

Project Duration: SY \_\_\_\_\_ Date of Review: \_\_\_\_\_

Name of Proponent: \_\_\_\_\_ CP No: \_\_\_\_\_

School:

Address:

Action Taken:

- ( ) Recommending approval to the Division Office
- ( ) With minor modifications, return, incorporate as suggested and re-submit
- ( ) With major modifications, return, revise as suggested and re-submit

**District Evaluation Committee Report**

Name of Member	Evaluation/Findings	Recommendations	Signature

Prepared by:

(Proponent)

Noted:

(School Head)

**(PSDS)**

Chair, District Review and Evaluation Committee

Member, District REC

Member, District REC

Member, District REC

Member, District REC

**(Approval Sheet-Division)**

(Heading of the School)

**Approval Sheet**

**Innovation Proposal or Completion Report**

**Title of Innovation Proposal:**

Name of the Proponent:

School:

Address of School:

Duration of the Project:

Prepared by:  
(Proponent)

Noted:  
(School Head)

Reviewed by:

Date: \_\_\_\_\_  
          EPS

Date: \_\_\_\_\_  
          EPS

Date: \_\_\_\_\_  
          EPS

**Note: Signatories for the Learning Areas**

Science, Math and MAPEH innovations: Georgina C. Ducayso, Wilfred C. Bagsao and Warden A. Baltazar  
English, Filipino and Mother Tongue: Francis F. Peckley, Macarthy P. Malanes and Erlinda C. Quinuan  
Araling Panlipunan, Learning Resource and ALS: Sasha Joseph L. Daganos, Sonia D. Dupagan and Tito C. Bestre  
TLE/EPP and Values: Samuel S. Ayangdan, Erlinda C. Quinuan and Georgina C. Ducayso

Recommending Approval:

**RIZALYN A. GUZNIAN, Ed.D.**  
CES – CID/Chairman

Approved:

**BENILDA M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

**(Body of the proposal)**

## **I. INTRODUCTION AND JUSTIFICATION – (Background and Rationale)**

Explain what needs or problems you are planning to solve and why these needs or problems are worth solving. Provide a brief setting and history behind the project. Include the current status of the school supported by data, that motivated you to conduct an innovation project.

## **II. GOAL AND OBJECTIVES**

- State explicitly the goals and objectives to be achieved.
- Specific objectives: prepare at least three specific objectives.

## **III. PROJECT TARGET AND BENEFICIARIES**

-What is the target of the project/expected outcome as to the improvement of performance of the beneficiaries? Who are the beneficiaries? how many? grade levels? why are they chosen as your beneficiaries? It presents the specific group of target recipients.

**Example:**

***Project Target: At the end of the project, the overall performance of Grade 7 learners in Science will increase from 75% to 87% and 100% of the beneficiaries' performance will be improved by at least 10%.***

***Project Beneficiaries: The beneficiaries of this project are the 25 Grade 7 learners in Science who have 70%-76% performance rating for the 1<sup>st</sup> and 2<sup>nd</sup> Quarters. These learners have manifested slow comprehension of concepts in most of the competencies in science.***

## **IV. PROJECT DESCRIPTION (STRENGTHS AND INNOVATION) 1-2 pages**

- Details of the innovative strategies or activities you are introducing, how the project objectives will be achieved.
- It starts with a description of the over-all approach.
- It reflects creativity and originality.
- It points out the innovation being introduced, it discusses the similarities and differences from the existing strategies, practices or activities.
- It includes the competencies to be acquired by the beneficiaries.

**V. PROJECT IMPLEMENTATION PLAN/ INSTRUCTIONAL DESIGN (note: 1-2 pages)**

Activities/Tasks per Activity <i>(Sample Activities)</i>	Individual/ Group Responsible	MOVs	Time Frame (Specific Dates)
<b>A. Start-up Phase/Activities</b>			
1.			
2.			
3. and so on, it depends on your activities			
<b>B. Implementation Phase/Activities</b>			
<b>C. Completion Phase/Activities</b>			

**VI. SUSTAINABILITY PLAN (note: 1 page only)**

Activities	Role of Stakeholders	Resources Needed	Support from stakeholders

**VII. Budget Estimate (Note: 1-2 pages)**

*Copy from the PIP*

Activities/Tasks per Activity	Resources Needed	Cost			Fund Source			
		Qty.	Unit Cost	Total Cost	LGU	Sch. MOOE	PTA	Others
<b>A. Start-up Phase/Activities</b>								
Note: Copy the activities from the Project Implementation Plan								
<b>B. Implementation Phase/Activities</b>								
<b>C. Completion Phase/Activities</b>								
Total								



## VIII. MONITORING AND EVALUATION

Project Objective: (**Sample**) At the end of the project, 20 Grade 11 student-beneficiaries shall be able to achieve very satisfactory performance in their academic and technical-vocational competencies.

(Copy the activities from the PIP)

Activities/Tasks per Activity	Physical Targets			Time Targets		Remarks
	Target	Actual Result	Percent Accomplished	Target date of Monitoring	Actual Date of Monitoring	
A. Start-up Phase/Activities		To be filled up	To be filled up		To be filled up	
Note: Copy activities from the Project Implementation Plan		after the implementation	after the implementation		after the implementation	
B. Implementation Phase/Activities						
C. Completion Phase/Activities						

### Format for Terminal Report on Innovation

#### Cover Page

**TABLE OF CONTENTS** - List all parts of the completion report, including attachments, with page numbers

EVALUATION SHEET (District) for Completion Report

APPROVAL SHEET (Division) for Completion Report

**I. EXECUTIVE SUMMARY** - It should not exceed one page

This is a summary of how the overall project was coordinated and implemented. It includes the specific problems to be addressed, target beneficiaries, key activities and results vis-à-vis the objectives, strategies employed, support from stakeholders, monitoring and evaluation done by the district and SDO and sustainability activities to be conducted.

**II. INTRODUCTION AND JUSTIFICATION** (Background and Rationale)

**III. GOAL AND OBJECTIVES**

**IV. PROJECT TARGET AND BENEFICIARIES**

**V. PROJECT DESCRIPTION (STRENGTHS AND INNOVATION)**

**VI. ACTIVITIES CONDUCTED (ACTUAL RESULTS)**

**VII. HIGHLIGHTS OF ACCOMPLISHMENT**

**VIII. SUSTAINABILITY**

**IX. BUDGET UTILIZATION (ACTUAL)**

**X. MONITORING AND EVALUATION (COPY FROM PROPOSAL AND FILL UP THE ACTUAL PORTIONS)**

Annexes:

- . Approved Proposal
- . Validation Report/s
- . Pictorials
- Attendance logs
- Minutes of Meeting
- Pictures and others