

Kagawaran ng Edukasyon

REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

January 21, 2025

DIVISION MEMORANDUM

No. 046, s. 2025

CALL FOR THE SUBMISSION OF CY 2025 INNOVATION PROJECT PROPOSALS

TO: OIC - Assistant Schools Division Superintendent

Chief Education Supervisors Education Program Supervisors

Schools Division Innovation Committee Public Schools District Supervisors

Public Elementary and Secondary School Heads

All Others Concerned

- 1. In support to the commitment of the Department of Education (DepEd) to promote the culture of innovation and enhance the delivery of instruction and support at the different levels of governance in improving learning outcomes and as stated in the Division Memorandum No. 237, s. 2022, this Office hereby announces the Call for the submission of Innovation Proposals for CY 2025 to all interested and qualified proponents in this Division.
- 2. Relative to this call, the following activities will be implemented:

| Date | Activity | Persons Involved |
|----------------------|--|------------------|
| February 28, 2025 | Deadline of Submission of Innovation | SDIC Secretariat |
| | Project Proposals | |
| Until March 14, 2025 | Initial Screening | SDIC Secretariat |
| March 27 to 28, 2025 | Committee Evaluation (Oral | SDIC Members |
| | Presentation) | |
| Until April 11, 2025 | Notification of Results will be provided | SDIC Secretariat |
| | to the Proponents | |

- 4. The following enclosures are attached for reference and guidance:
 - a. Enclosure 1: Parts and Technical Format of Innovation Project Proposal
 - b. Enclosure 2: Guidelines for Oral Presentation
- 5. The submission of the Innovation Project Proposal requires one copy for initial screening and five copies for the committee evaluation.
- 6. The widest dissemination of this memorandum to all concerned is desired.

By Authority of the OIC - Schools Division Superintendent

ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge









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Enclosure 1 to Division Memorandum No. 046, 2025

Parts of Innovation Project Proposal

Title Page

Endorsement

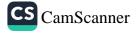
- I. General Information
 - A. Project Title
 - B. Office/ School
 - C. Lead Proponent
 - D. Project Contacts
 - E. Total Project Costs and Sources
 - F. Project Duration
- II. Summary
- III. Background
 - A. Brief Summary
 - B. Issues being Addressed
- IV. Objectives
 - A. General Objectives
 - B. Specific Objectives
 - C. Outputs
- V. Methodology
 - A. Project Description
 - B. Beneficiary Description
 - C. Project Breakdown and Task Time
 - D. Risk Management
- V. Cost
 - A. Project Cost
 - B. Fund Source

Technical Format of Innovation Project Proposal

| Font | Bookman Old Style, 11points | |
|------------|--|--|
| | Typeface should be regular | |
| | Bold and italics may be used to emphasize words | |
| Spacing | Single | |
| Paper size | A4 (8.27 x 11.69 inches) | |
| Margins | 1-inch margin on all sides | |
| Pagination | The body of the report should begin with the number 1 including the appendices | |
| Annexes | Label each material as Annex A, B, C, etc. | |
| Heading | The title page should be centered at the top of the new page | |









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Enclosure 2 of Division Memorandum No. 046, s. 2024

Guidelines for Oral Presentation

- 1. The research proposals which underwent initial screening will be notified for oral presentation through a memorandum.
- The prescribed template for the visual presentation is downloadable to this link: https://bit.ly/SDOCATRESEARCHLIBRARY.
- 3. The visual material should not be more than 15 slides, and include the title of the innovation project, name of proponent/s, school/ office, and email address. Succeeding slides will be composed of Background, Objectives, Methodology and Cost.
- 4. Each presenter is given 15 minutes for an oral presentation. There will be academic exchange after each presentation.
- 5. The secretariat will prepare minutes of the oral presentation and provide the researcher with a copy upon the validation of the SDIC.
- The secretariat will conduct orientation to the proponents as to the way forward or the next steps of the proponents.





