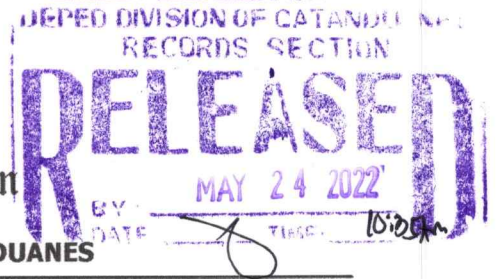




Republic of the Philippines  
Department of Education  
REGION V – BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES



May 24, 2022

DIVISION MEMORANDUM  
No. 277, s. 2022

**DIVISION POLICY GUIDELINES IN THE CONDUCT OF INNOVATION PROJECTS  
AND INCOME-GENERATING PROJECTS**

To: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Elementary and Secondary School Heads  
All other concerned

1. Republic Act 9155 known as the Governance of Basic Education Act of 2001 provides the empowerment of school officials to take local initiatives in improving the quality of basic education. Through this mandate, this Office issues this **Division Policy Guidelines in the Conduct of Innovation Projects and Income-Generating Projects** for teaching and non-teaching personnel of the Division in the different levels of governance.
2. These policy guidelines aim to promote the culture of innovation, establish the processes and protocols for conducting innovation projects and IGPs, and enhance the delivery of instruction and support at the different levels of governance in improving learning outcomes.
3. This issuance repeals all issuances, rules and regulations, and provisions that are inconsistent with this policy.
4. Immediate dissemination of and strict compliance to this Memorandum are directed.

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes  
052 – 8114063  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com  
DepEd Tayo – Region V - Catanduanes



Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

---

**DIVISION POLICY GUIDELINES IN THE CONDUCT OF INNOVATION PROJECTS  
AND INCOME-GENERATING PROJECTS**

**I. PURPOSE**

These guidelines are issued to promote the culture of innovation, establish the processes and protocols for conducting innovation projects and IGPs, and enhance the delivery of instruction and support at the different levels of governance in improving learning outcomes.

**II. LEGAL BASIS**

Republic Act No. 9155 known as the Governance of Basic Education Act of 2001 states that all teaching and non-teaching personnel are encouraged to create/innovate projects geared toward the improvement of the teaching-learning process and school governance. It also provides among others the strengthening of School-Based Management (SBM) by further devolving the governance of education to schools, empowering school teams and personnel, expanding community participation and involvement, and making the delivery of education services to the learners more responsive, efficient, and effective. This is done through enhanced school planning and improvement that lays down specific interventions making the school a better place for learning.

Consistent with the provisions of DO 2, s. 2015 (Guidelines on the Establishment and Implementation of Results-Based Performance Management System), DO 42, s. 2017 (Philippine Professional Standards for Teachers), DO 24, s. 2020 (Philippine Professional Standards for School Heads), DO 25, s. 2020 (Philippine Professional Standards for Supervisors), DO 16, s. 2017 (Research Management Guidelines), and DO 39, s. 2016 (Basic Education Research Agenda), this Division issues these guidelines for teaching and non-teaching personnel of the Division in the different levels of governance.

**III. COVERAGE**

This policy shall cover:

- A. The Guidelines in Writing an Innovation Project and Income-Generating Project Proposal and Terminal Report
- B. The Adoption of the Division Format for Innovation Project and Income-Generating Project
- C. The Innovation Review Committee Composition and Functions



San Roque, Virac, Catanduanes  
052 - 8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
DepEd Tayo – Region V - Catanduanes



Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

---

- D. Flowchart of Submission and Approval of Innovation Project and Income-Generating Project
- E. Technical Format
- F. Evaluation Checklist

#### **IV. DEFINITION OF TERMS**

For these Guidelines, the following terms shall be defined and understood viz:

- A. **Innovation Project** – an offshoot of a completed Action Research; demonstration of creativity, initiative, and innovativeness through the development of new or superior work procedures, methods, inventions, and devices (DO 54, s.1995)
- B. **Income-Generating Project** – is a form of resource mobilization mainly designed to raise funds to finance a program or a project; may be part of an innovation project
- C. **Innovation Review Committee** – the mandated body which shall oversee the submission, implementation, and evaluation of Innovation Project and Income-Generating Project proposals and terminal reports for the approval of the Schools Division Superintendent

#### **V. BASIC POLICIES**

##### **A. The Guidelines in Writing an Innovation Project and Income-Generating Project Proposal and Terminal Report**

Republic Act 9155, also known as the Governance of Basic Education Act of 2001 provides the empowerment of school officials to take local initiatives in improving the quality of basic education. Through this mandate, teaching and non-teaching personnel are encouraged to innovate practices, procedures, and processes to improve the teaching-learning situation and school governance.

1. Income Generating Project is a form of resource mobilization mainly designed to raise funds to finance a project or a program. This kind of project has to be proposed for the perusal of the Innovation Review Committee at all governance levels and approved by the Schools Division Superintendent. The terminal report shall likewise be reported for review, acceptance, and recording.
2. Innovation is a demonstration of creativity, initiative, and innovativeness through the development of new or superior work procedures, methods,





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

---

inventions, and devices. A work plan, re-entry action plan, or other similar plans as a requirement due to attendance to training programs, properly documented, approved by the immediate supervisor and/or authorized officials, and implemented shall be considered an innovation. For non-teaching personnel, innovation may focus on organizational efficiency, work procedures, leadership, educational support, partnership, and community involvement. The KRA of the position the proponent is holding and/or designated will be the reference. Contextualization of materials is considered an innovation if it passed through the process of curriculum development and contextualization from needs analysis followed by proofreading of learning resources to acceptance by the LRMDs.

3. All cascaded programs and projects that are already embodied in the Approved SIP/AIP or special projects downloaded by the DepEd CO/RO/DO and funded by the MOOE or Special Funds shall not be considered as Innovation, and may no longer be prepared with an innovation proposal, an activity proposal shall be prepared instead; the concerned personnel can already implement said program or project since the AIP is already approved. Only a Program/Project Completion Report for performance monitoring and evaluation purposes and in compliance with the liquidation requirements shall be submitted for acceptance by the SDS.
4. Programs and projects initiated to address school issues and embodied in the approved SIP and AIP without funding shall be considered an innovation.
5. These are the possible areas where innovation can be introduced:
  - a. Curriculum
    - i. Contextualization of Learning Materials, integration of ICT application, designing and crafting instructional IMs as an offshoot of research or to address identified gaps
    - ii. Enhanced or contextualized teaching strategy
    - iii. Contextualized Monitoring Tools, is applicable have been pilot tested first in a small group for reliability and validity
    - iv. Contextualized assessment practices
    - v. Contextualized Learning Management System
  - b. School Governance





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

---

- i. New strategy for the engagement of stakeholders in school activities like construction of facilities, engagement in decision-making, etc.
  - ii. The localized strategy of health services delivery
  - iii. Contextualized Monitoring Tools, if applicable have been pilot tested first in a small group for reliability and validity
  - iv. Learning and Development provisions that are not initiated by CO, RO, and DO
  - v. Provision of welfare and wellness services and practices to human resources other than what is already existing
  - vi. Continuous Improvement Projects
- c. ICT
- i. Automation of procedures or process
  - ii. Integration of ICT in developed instructional materials
- d. Key Priority Topics in the Division Basic Education Research Agenda (DM 403, s. 2021)
6. Construction of facilities funded by MOOE or other downloaded funds shall not be claimed as innovations for the promotion process.
  7. All proposals shall be subjected to presentation, review, validation, and approval by the Innovation Review Committees subject to requirements and set criteria.
  8. A group/team project shall consist of a maximum of five (5) members with identified functions. The duration of the project shall have a maximum of one school year/calendar year and a minimum of six months starting from the approval of the proposal until the completion of the write-up. The implementation of IMs, SIMs, etc. shall be for one quarter or depending on the justification provided by the proponent.
  9. These are the specific guidelines for conducting an Innovation Project:
    - i. The proposed project is aligned with DepEd thrusts and contributory to the attainment of the Department's Vision and Mission.
    - ii. The proponent must present the reasons for the project and what needs or problems he/she wants to solve/address and innovate.
    - iii. The proposed project must be qualified to benefit the learners and other school stakeholders.





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

---

- iv. The proposed project must have a realistic management plan and the resources needed to complete the project within a calendar year.
- v. If it is an infrastructure project, the proponent must present or include a layout/project design in the proposal.
- vi. Sources of a fund to sustain the project must be in the form of donations and IGPs. Solicitation is prohibited. The proponent must show proof of donation, MOA, or any proof of the project's sourcing.
- vii. While the project is ongoing, the Review Committee may come and visit to monitor the status of the implementation of the project. When the project is already complete, the Review Committee may monitor the project and will issue an evaluation form showing that the project is already finished. The evaluation should be requisite for the approval of the terminal report.
- viii. If the proponent will use the project proposal as "innovation" for promotion purposes, acceptance of the project depends on the HRM PSB. These shall be credited depending on the point system established by the HRM-PSB at all governance levels. IPs and IGPs initiated in mega-schools and municipal-based shall be considered District-Based IPs and IGPs and points shall be given for District Level.
- ix. Only those IGPs and innovations approved by the SDO shall be credited for promotion and reclassification. Likewise, innovations submitted as MOVs or evidence requirements for competitions, scholarships, and Program Evaluation (i.e. SBFP, BE, etc.) must be approved by the SDO.
- x. The project must have a provision for sustainability and replicability.
- xi. The proposals and terminal reports of IPs and IGPs shall be quality assured, reviewed, and endorsed by the Review Committee. The proponent, upon completion of the project (for IMs, SIMs, etc.), is encouraged to submit their paper at the LR subject for the quality assurance process.
- xii. The proponent is encouraged to present the implemented project during meetings, training, and conferences.
- xiii. No Innovation Project and IGP are authorized for implementation without the approval of the SDS or his/her authorized representative.
- xiv. The innovation must not disrupt the regular operation of the school and offices, particularly in the academic activities.
- xv. The proposal must reflect the true sense of innovation. It should be something new, novel, or a substantial twist/tweak of a certain practice. It is doing a routine task in an extraordinary manner.





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**B. The Adoption of the Division Format for Innovation Project and Income-Generating Project**

Division Format of a Project Proposal for Innovation

Title Page (see Enclosure 1)

Indorsement (see Enclosure 2)

Certificate of Approval (see Enclosure 3)

- I. General Information
- II. Summary
- III. Background
- IV. Objectives and Outputs
- V. Methodology
- VI. Cost

<b>I</b>	<b>GENERAL INFORMATION</b> <i>(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.)</i>	
	Project Title	
	Office / School	
	Lcad Proponent	<i>(Name, Contact Number, Email Address)</i>
	Projects Contacts	<i>(Name, Contact Number, Email Address)</i>
	Total Project Cost and Sources	
	Project Duration	<i>(Start Date, Completion Date)</i>
<b>II</b>	<b>SUMMARY</b> <i>(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 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? and How much will it cost?)</i>	
<b>III</b>	<b>BACKGROUND</b> <i>(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. Include references to supporting documentation, such as project design or layout. This information can be placed in the Index.)</i>	
	Brief Summary	
	<i>(Write the background of the project being proposed.)</i>	





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<p><i>The DEDP, School Improvement Plan, and School Report Card are important sources of information. The project must be highly relevant and directly related to the priority school/ district/ division problems and needs identified in the DEDP and SIP.)</i></p>	
	<p><b>Issues being Addressed</b>  <i>(What are the main causes of the issue? This section briefly summarizes the situation within which the problem/ opportunity exists. Give the reasons why this project is important to the improvement of the school. Cite specific causes or issues based on your characterization in the SMEA, DMEA, and/or results of the problem analysis in the Continuous Improvement (CI) Process. Cite related issues or school concerns affected by the main issue if ever there is a chain effect.)</i></p>	
<b>IV</b>	<b>OBJECTIVES AND OUTPUTS</b> <i>(State explicitly what goals and outputs the project is aiming to achieve.)</i>	
	<p><b>General Objectives</b>  <i>(What will this project contribute to achieving higher aims of the institution i.e. division, district, school, community learning centers?)</i></p>	
	<p><b>Specific Objectives</b>  <i>(What does this project seek to achieve? Objectives must be specific, measurable, attainable, results-oriented, and time-bounded. These should be</i></p>	







Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<i>achieved within the time-frame set.)</i>																																					
	<b>Outputs</b> <i>(State the project outputs or the specific and tangible products from inputs and activities i.e. learning materials, lesson plans, documented approaches, strategies, etc.)</i>																																					
<b>V.</b>	<b>METHODOLOGY</b> <i>(This section details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach.)</i>																																					
	<b>Project Description</b> <i>(This pertains to the proposed solution/s to address the issue. Describe what the project is all about.)</i>																																					
	<b>Beneficiary Description</b> <i>(Define and describe who and what groups will benefit from the project and the kind of benefits to be derived. If there are indirect beneficiaries, they may be cited in this section.)</i>																																					
	<b>Project Breakdown and Task Time</b> <i>(What are the components of the project? Divide it into the following --)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">I. Pre-Implementation Stage</th> </tr> <tr> <th style="width: 25%;">Activity</th> <th style="width: 25%;">Time Frame</th> <th style="width: 25%;">In-Charge</th> <th style="width: 25%;">Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th colspan="4" style="text-align: center;">II. Implementation Stage</th> </tr> <tr> <th>Activity</th> <th>Time Frame</th> <th>In-Charge</th> <th>Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th colspan="4" style="text-align: center;">III. Post Implementation Stage</th> </tr> <tr> <th>Activity</th> <th>Time Frame</th> <th>In-Charge</th> <th>Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	I. Pre-Implementation Stage				Activity	Time Frame	In-Charge	Deliverables					II. Implementation Stage				Activity	Time Frame	In-Charge	Deliverables					III. Post Implementation Stage				Activity	Time Frame	In-Charge	Deliverables				
I. Pre-Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
II. Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
III. Post Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
	<b>Risk Management</b> <i>(Describe the major project risks and delineate the plans to alleviate or control them. Make sure to address each risk's likelihood of occurrence as well as the impact on the project and its locale.</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Possible Risks</th> <th style="width: 50%;">Mitigating Measures</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Possible Risks	Mitigating Measures																																		
Possible Risks	Mitigating Measures																																					
<b>VI</b>	<b>COST</b>																																					







Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Certificate of Completion (see Enclosure 4)

- I. General Information
- II. Summary
- III. Background
- IV. Objectives and Outputs
- V. Methodology
- VI. Cost
- VII. Monitoring and Evaluation
- VIII. Sustainability
- IX. Appendices

<b>I</b>	<b>GENERAL INFORMATION</b> <i>(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.)</i>	
	Project Title	
	Office / School	
	Lead Proponent	<i>(Name, Contact Number, Email Address)</i>
	Projects Contacts	<i>(Name, Contact Number, Email Address)</i>
	Total Project Cost and Sources	
	Project Duration	<i>(Start Date, Completion Date)</i>
<b>II</b>	<b>SUMMARY</b> <i>(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 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? and How much will it cost?)</i>	
<b>III</b>	<b>BACKGROUND</b> <i>(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. Include references to supporting documentation, such as project design or layout. This information can be placed in the Index.)</i>	
	Brief Summary <i>(Write the background of the project being proposed. The DEDP, School Improvement Plan, and School Report Card are important sources of information. The project must be highly relevant</i>	





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<p><i>and directly related to the priority school/ district/ division problems and needs identified in the DEDP and SIP.)</i></p>	
	<p><b>Issues being Addressed</b>  <i>(What are the main causes of the issue? This section briefly summarizes the situation within which the problem/ opportunity exists. Give the reasons why this project is important to the improvement of the school. Cite specific causes or issues based on your characterization in the SMEA, DMEA, and/or results of the problem analysis in the Continuous Improvement (CI) Process. Cite related issues or school concerns affected by the main issue if ever there is a chain effect.)</i></p>	
<b>IV</b>	<b>OBJECTIVES AND OUTPUTS</b> <i>(State explicitly what goals and outputs the project is aiming to achieve.)</i>	
	<p><b>General Objectives</b>  <i>(What will this project contribute to achieving higher aims of the institution i.e. division, district, school, community learning centers?)</i></p>	
	<p><b>Specific Objectives</b>  <i>(What does this project seek to achieve? Objectives must be specific, measurable, attainable, results-oriented, and time-bounded. These should be achieved within the time-frame set.)</i></p>	
	<p><b>Outputs</b>  <i>(State the project outputs or the specific and tangible products from inputs and</i></p>	





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	activities i.e. learning materials, lesson plans, documented approaches, strategies, etc.)																																					
<b>V.</b>	<b>METHODOLOGY</b> <i>(This section details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach.)</i>																																					
	<b>Project Description</b> <i>(This pertains to the proposed solution/s to address the issue. Describe what the project is all about.)</i>																																					
	<b>Beneficiary Description</b> <i>(Define and describe who and what groups will benefit from the project and the kind of benefits to be derived. If there are indirect beneficiaries, they may be cited in this section.)</i>																																					
	<b>Project Breakdown and Task Time</b> <i>(What are the components of the project? Divide it into the following -)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">IV. Pre-Implementation Stage</th> </tr> <tr> <th style="width: 25%;">Activity</th> <th style="width: 25%;">Time Frame</th> <th style="width: 25%;">In-Charge</th> <th style="width: 25%;">Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th colspan="4" style="text-align: center;">V. Implementation Stage</th> </tr> <tr> <th>Activity</th> <th>Time Frame</th> <th>In-Charge</th> <th>Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th colspan="4" style="text-align: center;">VI. Post Implementation Stage</th> </tr> <tr> <th>Activity</th> <th>Time Frame</th> <th>In-Charge</th> <th>Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	IV. Pre-Implementation Stage				Activity	Time Frame	In-Charge	Deliverables					V. Implementation Stage				Activity	Time Frame	In-Charge	Deliverables					VI. Post Implementation Stage				Activity	Time Frame	In-Charge	Deliverables				
IV. Pre-Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
V. Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
VI. Post Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
	<b>Risk Management</b> <i>(Describe the major project risks and delineate the plans to alleviate or control them. Make sure to address each risk's likelihood of occurrence as well as the impact on the project and its locale.</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Possible Risks</th> <th style="width: 50%;">Mitigating Measures</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Possible Risks	Mitigating Measures																																		
Possible Risks	Mitigating Measures																																					
<b>VI</b>	<b>COST</b> <i>(Estimate the overall cost of the project.)</i>																																					
	<b>Project Cost</b> <i>(Provide a detailed/itemized budget.)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">Item</th> <th style="width: 25%;">Quantity</th> <th style="width: 25%;">Unit Price</th> <th style="width: 17%;">Cost</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Item	Quantity	Unit Price	Cost																																
Item	Quantity	Unit Price	Cost																																			
	<b>Fund Source</b>																																					







Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Division Format of an Income-Generating Project Proposal

- Title Page (see Enclosure 1)  
Indorsement (see Enclosure 2)  
Certificate of Approval (see Enclosure 3)
- I. General Information
  - II. Summary
  - III. Background
  - IV. Objectives and Outputs
  - V. Methodology
  - VI. Operational Description

<b>I</b>	<b>GENERAL INFORMATION</b> <i>(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.)</i>
	Project Title
	Office/School
	Lead Proponent <i>(Name, Contact Number, Email Address)</i>
	Projects Contacts <i>(Name, Contact Number, Email Address)</i>
	Total Project Cost and Sources
	Project Duration <i>(Start Date, Completion Date)</i>
<b>II</b>	<b>SUMMARY</b> <i>(The goal of this section is to present the reasons for doing this project as well as state its 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? and How much will it cost?)</i>
<b>III</b>	<b>BACKGROUND</b> <i>(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. Include references to supporting documentation, such as project design or layout. This information can be placed in the Index.)</i>
	<b>Brief Summary</b> <i>(Write the background of the project being proposed. The DEDP, School Improvement Plan, and School Report Card are important sources of</i>





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<p>information. The project must be highly relevant and directly related to the priority school/ district/ division problems and needs identified in the DEDP and SIP.)</p>	
	<p><b>Issues being Addressed</b>  <i>(What are the main causes of the issue? This section briefly summarizes the situation within which the problem/ opportunity exists. Give the reasons why this project is important to the improvement of the school. Cite specific causes or issues based on your characterization in the SMEA, DMEA, and/or results of the problem analysis in the Continuous Improvement (CI) Process. Cite related issues or school concerns affected by the main issue if ever there is a chain effect.)</i></p>	
<b>IV</b>	<b>OBJECTIVES AND OUTPUTS</b>	
	<i>(State explicitly what goals and outputs the project is aiming to achieve.)</i>	
	<p><b>General Objectives</b>  <i>(What will this project contribute to achieving higher aims of the institution i.e. division, district, school, community learning centers?)</i></p>	
	<p><b>Specific Objectives</b>  <i>(What does this project seek to achieve? Objectives must be specific, measurable, attainable, results-oriented, and time-bounded. These should be achieved within the time-frame set.)</i></p>	
	<p><b>Outputs</b>  <i>(State the production capacity and expected</i></p>	







Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<i>outputs, and the projected summary of the gross sale of products/ services.)</i>																																					
<b>V. METHODOLOGY</b>																																						
<i>(This section details the plan for how the project objectives will be achieved.)</i>																																						
	<b>Project Description</b> <i>(This pertains to the proposed solution/s to address the issue. Describe what the project is all about.)</i>																																					
	<b>Beneficiary Description</b> <i>(Define and describe who and what groups will benefit from the project and the kind of benefits to be derived. If there are indirect beneficiaries, they may be cited in this section.)</i>																																					
	<b>Project Breakdown and Task Time</b> <i>(What are the components of the project? Divide it into the following --)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">VII. Pre-Implementation Stage</th> </tr> <tr> <th style="width: 25%;">Activity</th> <th style="width: 25%;">Time Frame</th> <th style="width: 25%;">In-Charge</th> <th style="width: 25%;">Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th colspan="4" style="text-align: center;">VIII. Implementation Stage</th> </tr> <tr> <th>Activity</th> <th>Time Frame</th> <th>In-Charge</th> <th>Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th colspan="4" style="text-align: center;">IX. Post Implementation Stage</th> </tr> <tr> <th>Activity</th> <th>Time Frame</th> <th>In-Charge</th> <th>Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	VII. Pre-Implementation Stage				Activity	Time Frame	In-Charge	Deliverables					VIII. Implementation Stage				Activity	Time Frame	In-Charge	Deliverables					IX. Post Implementation Stage				Activity	Time Frame	In-Charge	Deliverables				
VII. Pre-Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
VIII. Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
IX. Post Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
	<b>Risk Management</b> <i>(Describe the major project risks and delineate the plans to alleviate or control them. Make sure to address each risk's likelihood of occurrence as well as the impact on the project and its locale.</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Possible Risks</th> <th style="width: 50%;">Mitigating Measures</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Possible Risks	Mitigating Measures																																		
Possible Risks	Mitigating Measures																																					
<b>VI OPERATIONAL DESCRIPTION</b>																																						
	<b>Market</b> <i>(In this section, include the product/ service description, the target market, price/pricing (prevailing market price), terms of sale (wholesale,</i>																																					







Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Division Format of an Income-Generating Project Terminal Report

- Title Page (*see Enclosure 1*)
- Indorsement (*see Enclosure 2*)
- Certificate of Approval (*see Enclosure 3*)
- Certificate of Completion (*see Enclosure 4*)
- I. General Information
- II. Summary
- III. Background
- IV. Objectives and Outputs
- V. Methodology
- VI. Operational Description
- VII. Results
- VIII. Sustainability
- IX. Appendices

I	<b>GENERAL INFORMATION</b> <i>(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.)</i>	
	Project Title	
	Office / School	
	Lead Proponent	<i>(Name, Contact Number, Email Address)</i>
	Projects Contacts	<i>(Name, Contact Number, Email Address)</i>
	Total Project Cost and Sources	
	Project Duration	<i>(Start Date, Completion Date)</i>
II	<b>SUMMARY</b> <i>(The goal of this section is to present the reasons for doing this project as well as state its 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? and How much will it cost?)</i>	
III	<b>BACKGROUND</b> <i>(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. Include references to supporting documentation, such as project design or layout. This information can be placed in the Index.)</i>	
	Brief Summary	





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<p><i>(Write the background of the project being proposed. The DEDP, School Improvement Plan, and School Report Card are important sources of information. The project must be highly relevant and directly related to the priority school/ district/ division problems and needs identified in the DEDP and SIP.)</i></p>	
	<p><b>Issues being Addressed</b>  <i>(What are the main causes of the issue? This section briefly summarizes the situation within which the problem/ opportunity exists. Give the reasons why this project is important to the improvement of the school. Cite specific causes or issues based on your characterization in the SMEA, DMEA, and/or results of the problem analysis in the Continuous Improvement (CI) Process. Cite related issues or school concerns affected by the main issue if ever there is a chain effect.)</i></p>	
<b>IV</b>	<b>OBJECTIVES AND OUTPUTS</b> <i>(State explicitly what goals and outputs the project is aiming to achieve.)</i>	
	<p><b>General Objectives</b>  <i>(What will this project contribute to achieving higher aims of the institution i.e. division, district, school, community learning centers?)</i></p>	
	<p><b>Specific Objectives</b>  <i>(What does this project seek to achieve? Objectives must be specific, measurable, attainable, results-oriented, and time-bounded. These should be achieved within the time-frame set.)</i></p>	
	<p><b>Outputs</b>  <i>(State the production capacity and expected outputs, and the projected summary of the gross sale of products/ services.)</i></p>	
<b>V</b>	<b>METHODOLOGY</b> <i>(This section details the plan for how the project objectives will be achieved.)</i>	
	<b>Project Description</b>	





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<p><i>(This pertains to the proposed solution/s to address the issue. Describe what the project is all about.)</i></p>																																					
	<p><b>Beneficiary Description</b>  <i>(Define and describe who and what groups will benefit from the project and the kind of benefits to be derived. If there are indirect beneficiaries, they may be cited in this section.)</i></p>																																					
	<p><b>Project Breakdown and Task Time</b>  <i>(What are the components of the project? Divide it into the following -)</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">X. Pre-Implementation Stage</th> </tr> <tr> <th style="width: 25%;">Activity</th> <th style="width: 25%;">Time Frame</th> <th style="width: 25%;">In-Charge</th> <th style="width: 25%;">Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th colspan="4" style="text-align: center;">XI. Implementation Stage</th> </tr> <tr> <th>Activity</th> <th>Time Frame</th> <th>In-Charge</th> <th>Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th colspan="4" style="text-align: center;">XII. Post Implementation Stage</th> </tr> <tr> <th>Activity</th> <th>Time Frame</th> <th>In-Charge</th> <th>Deliverables</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	X. Pre-Implementation Stage				Activity	Time Frame	In-Charge	Deliverables					XI. Implementation Stage				Activity	Time Frame	In-Charge	Deliverables					XII. Post Implementation Stage				Activity	Time Frame	In-Charge	Deliverables				
X. Pre-Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
XI. Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
XII. Post Implementation Stage																																						
Activity	Time Frame	In-Charge	Deliverables																																			
	<p><b>Risk Management</b>  <i>(Describe the major project risks and delineate the plans to alleviate or control them. Make sure to address each risk's likelihood of occurrence as well as the impact on the project and its locale.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Possible Risks</th> <th style="width: 50%;">Mitigating Measures</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Possible Risks	Mitigating Measures																																		
Possible Risks	Mitigating Measures																																					
<b>VI</b>	<b>OPERATIONAL DESCRIPTION</b>																																					
	<p><b>Market</b>  <i>(In this section, include the product/service description, the target market, price/pricing (prevailing market price), terms of sale (wholesale, retail, direct consumers), and projected sale volume)</i></p>																																					
	<p><b>Technical</b>  <i>(In this section, state the project location, production capacity and expected output, and technical production processes)</i></p>																																					
	<p><b>Organization and Management</b>  <i>(Cite the Project Organization and Management Structure)</i></p>																																					





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<b>Financial</b> <i>(Include the capital requirement, source of fund (should not be taken from the MOOE), investment cost, and projected income statement.)</i>									
<b>VII</b>	<b>RESULTS</b>									
	<b>Actual Project Cost</b>									
	<b>Income Statement</b> <i>(Sales/ Revenues minus the cost of services/goods sold, selling, general and administrative expenses, and other expenses.)</i>									
	<b>Actual Utilization of the Income</b> <i>(Provide, in detail, how the income was/will be utilized.)</i>									
	<b>Impact</b> <i>(Provide a narrative of the positive impact of the project to the target beneficiaries/projects/proceeds based on the objectives and outcomes of the IGP.)</i>									
<b>VIII</b>	<b>SUSTAINABILITY</b> <i>(Describe strategies for sustainability. This may include plans for the enhancement of the project in the future.)</i>									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Next Step</th> <th style="width: 25%;">Time Frame</th> <th style="width: 25%;">In-Charge</th> <th style="width: 25%;">Output</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Next Step	Time Frame	In-Charge	Output				
Next Step	Time Frame	In-Charge	Output							
<b>XI</b>	<b>APPENDICES</b> <i>(Attach the following: photo documentation of the project, memorandum, letters, and other pertinent documents relative to the conduct of IGP, MOA with donors, etc.)</i>									
Noted:  _____ Immediate Supervisor	Prepared by:  _____ Proponent/s									
Reviewed:  _____ CID/SGOD Chief	_____ EPS (SGOD)/EPS (CID)/ITO									





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

_____ SEPS, PRS
Recommending Approval
_____ Assistant Schools Division Superintendent
Approved: _____ Schools Division Superintendent

**C. The Innovation Review Committee Composition and Functions**

The Innovation Review Committee shall be the mandated body that shall oversee the management and approval of the Innovation Project and Income-Generating Project at their respective governance levels.

For innovations and IGP related to curriculum, the following shall be the composition of the Committee:

- Chairperson : ASDS
- Co-Chairperson : Chief ES, CID
- Members : EPS – LRMDS (for IM development & contextualization) or  
EPS (Learning Area) or  
ITO (if innovation involves ICT integration)
- Secretariat : SEPS – Planning and Research

For innovations and IGP related to School Governance and Administrative Matters, this shall be the composition of the Review Committee:

- Chairperson : ASDS
- Co-Chairperson : Chief ES, SGOD
- Members : EPS – SGOD or  
ITO (if innovation involves ICT integration)
- Secretariat : SEPS – Planning and Research

These are the functions of the Innovation Review Committee:





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

---

1. IPs and IGPs shall be endorsed by the immediate supervisor to the Innovation Review Committee.
2. The Innovation Review Committee through the SEPS (Planning and Research) as the Secretariat shall receive and review the proposals and checks on the following:
  - a. Proposal qualifies as IGP/innovation as per customized Division guidelines
  - b. Alignment to DepEd existing projects, programs, and Division Basic Education Research Agenda
  - c. Completeness of basic parts of an innovation project and IGP
  - d. Adherence to the prescribed format and technical specifications
  - e. Adherence to existing policies like “No Collection Policy,” “Health Protocols,” contextualization guidelines, time on task, etc.
3. Proposals that have failed the pre-screening shall be provided with the necessary technical assistance for resubmission.
4. The Secretariat shall indorse the IP/IGP to the Committee for evaluation and approval of the ASDS and SDS.
5. The Committee shall monitor the implementation of the approved proposals, and shall validate the terminal reports submitted.

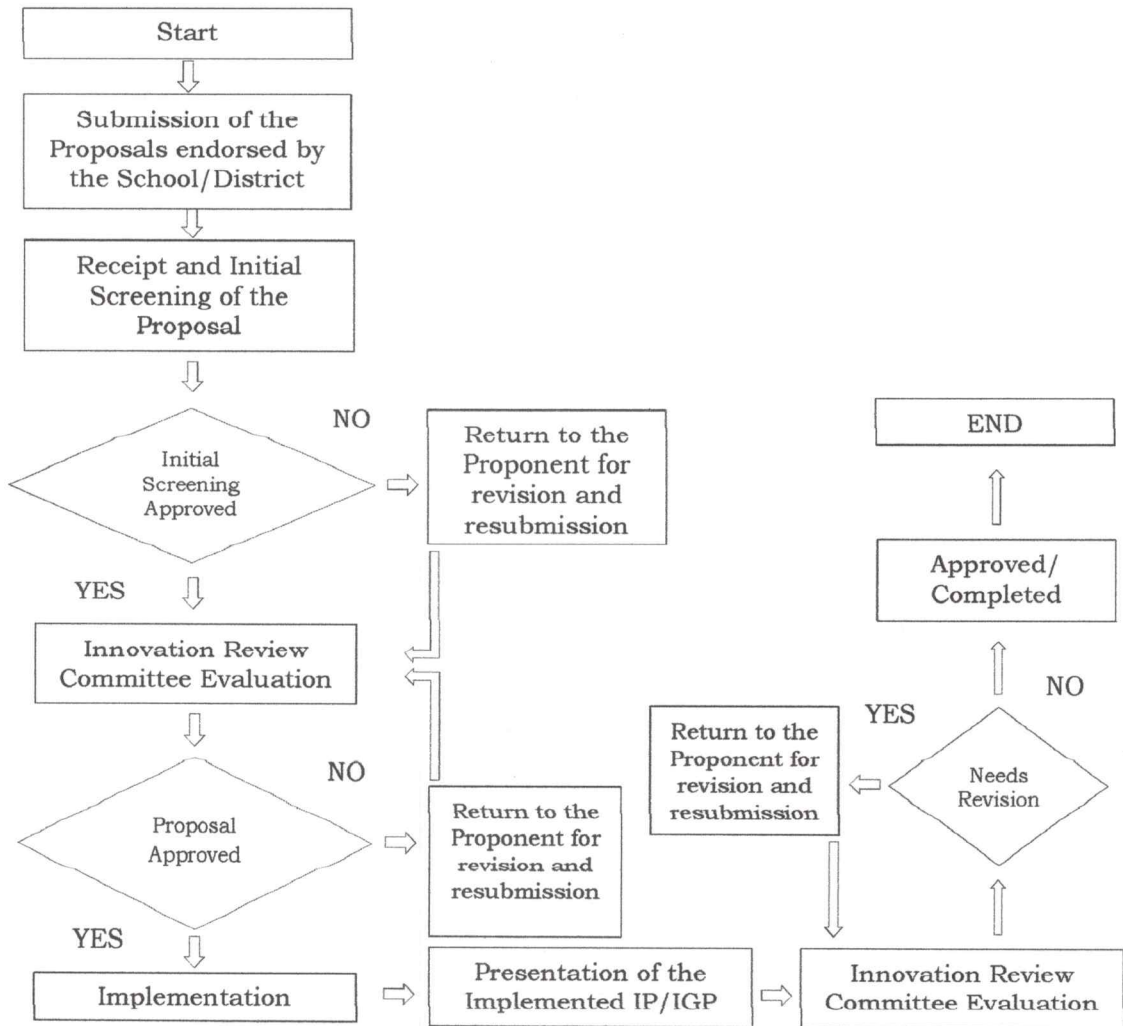






Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**D. Flowchart of Submission and Approval of Innovation Project and Income-Generating Project**



**E. Technical Format**

Innovation Project and IGP proposals and terminal reports for approval and submission to the Division shall observe and adhere to the following format:





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

1. Font – The recommended font style is Bookman Old Style, 11 points. The typeface should be regular. Bold and italics may be used to emphasize words.
2. Spacing – Observe single-spacing.
3. Paper Size and Margins – Use A4 (8.27 x 11.69 inches) and observe a 1-inch margin on all sides.
4. Pagination – Observe proper pagination. The body of the report should begin with the number 1 including the appendices
5. Heading – The Title Page should be centered at the top of a new page.
6. Annexes – Label each material as Annex A, B, C, etc.
7. Binding/Packaging – Reports shall be submitted in four (4) copies enclosed in long folders for endorsement at the SDRC; terminal reports must be submitted in 3 softbound copies (including the personal copy of researchers), in blue cover (Innovation Project) or red cover (IGP).

**F. Evaluation Checklist**

Criteria	Indicators (as to completeness and acceptability)	Evaluation		Comments / Suggestions
		Passed	Failed	
<b>GENERAL INFORMATION</b> <i>(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.)</i>	Project Title Office / School Lead Proponent Project Contacts Total Project Cost and Sources Project Duration			
<b>SUMMARY</b> <i>(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 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? and How much will it cost?)</i>				
<b>BACKGROUND</b> <i>(Explain what needs/problems you are trying to solve,</i>	<b>Brief Summary</b> <i>(Write the background of the project being proposed. The DEDP, School Improvement Plan, and School Report</i>			





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

<p><i>and why these needs/problems are worth solving. You should also provide a brief setting and history behind the project. Include references to supporting documentation, such as project design or layout. This information can be placed in the Index.)</i></p>	<p><i>Card are important sources of information. The project must be highly relevant and directly related to the priority school/ district/ division problems and needs identified in the DEDP and SIP.)</i></p> <p><b>Issues being Addressed</b>  <i>(What are the main causes of the issue? This section briefly summarizes the situation within which the problem/ opportunity exists. Give the reasons why this project is important to the improvement of the school. Cite specific causes or issues based on your characterization in the SMEA, DMEA, and/or results of the problem analysis in the Continuous Improvement (CI) Process. Cite related issues or school concerns affected by the main issue if ever there is a chain effect.)</i></p>			
<p><b>OBJECTIVES AND OUTPUTS</b>  <i>(State explicitly what goals and outputs the project is aiming to achieve.)</i></p>	<p><b>General Objectives</b>  <i>(What will this project contribute to achieving higher aims of the institution i.e. division, district, school, community learning centers?)</i></p> <p><b>Specific Objectives</b>  <i>(What does this project seek to achieve? Objectives must be specific, measurable, attainable, results-oriented, and time-bounded. These should be achieved within the time-frame set.)</i></p> <p><b>Outputs</b>  <i>(State the project outputs or the specific and tangible products from inputs and activities i.e. learning materials, lesson plans, documented approaches, strategies, etc.)</i></p>			
<p><b>METHODOLOGY</b>  <i>(This section details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach.)</i></p>	<p><b>Project Description</b>  <i>(This pertains to the proposed solution/s to address the issue. Describe what the project is all about.)</i></p> <p><b>Project Description</b>  <i>(This pertains to the proposed solution/s to address the issue. Describe what the project is all about.)</i></p>			





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<p><b>Project Breakdown and Task Time</b>  <i>(What are the components of the project?)</i></p> <p><b>Risk Management</b>  <i>(Describe the major project risks and delineate the plans to alleviate or control them. Make sure to address each risk's likelihood of occurrence as well as the impact on the project and its locale.)</i></p>			
<b>*FOR INNOVATION ONLY</b>				
<p><b>MONITORING AND EVALUATION</b>  <i>(Describe how progress will be evaluated throughout and at the end of the project. This includes the provision of Quality Assurance, Technical Assistance, Monitoring, and Evaluation (QATAME) in every phase of the project.</i></p>				
<p><b>COST</b>  <i>(Estimate the overall cost of the project.)</i></p>	<p><b>Project Cost</b>  <i>(Provide a detailed/ itemized budget.)</i></p> <p><b>Fund Source</b>  <i>(Provide a possible fund source. It should not come from the MOOE Fund. If the fund source will come from donation, make sure to get proof of donation, MOA, or any evidence of the project's sourcing to be included in the completion report.)</i></p>			
<b>*FOR IGP ONLY</b>				
<p><b>OPERATIONAL DESCRIPTION</b></p>	<p><b>Market</b>  <i>(In this section, include the product/ service description, the target market, price/ pricing (prevailing market price), terms of sale (wholesale, retail, direct consumers), and projected sale volume)</i></p> <p><b>Technical</b>  <i>(In this section, state the project location, production capacity and expected output, and technical production processes)</i></p> <p><b>Organization and Management</b>  <i>(Cite the Project Organization and Management Structure)</i></p> <p><b>Financial</b>  <i>(Include the capital requirement, source of fund (should not be taken</i></p>			





Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<i>from the MOOE), investment cost, and projected income statement.)</i>			
RESULTS	<b>Actual Project Cost</b> <b>Income Statement</b> <i>(Sales/Revenues minus the cost of services/goods sold, selling, general and administrative expenses, and other expenses.)</i> <b>Actual Utilization of the Income</b> <i>(Provide, in detail, how the income was/will be utilized.)</i> <b>Impact</b> <i>(Provide a narrative of the positive impact of the project to the target beneficiaries/projects/proceeds based on the objectives and outcomes of the IGP.)</i>			
<b>*FOR BOTH IGP/IP</b>				
<b>SUSTAINABILITY</b> <i>(Describe strategies for sustainability.)</i>				
<b>APPENDICES</b> <i>(Attach the following: photo documentation of the project, memorandum, letters, and other pertinent documents relative to the conduct of innovation, MOA with donors, etc.)</i>				
<b>Total Score</b>				
<b>Passing Score (75% of indicators met)</b>				

Evaluated by: \_\_\_\_\_  
 Remarks : \_\_\_\_\_ (Passed/Failed)

**VI. MONITORING AND EVALUATION**

Schools, Districts, and the Division in close collaboration with the Planning and Research Section of the SGOD will conduct structured monitoring of this policy at all levels. They will provide feedback for the improvement of the whole policy.

Further, the Review Committee will conduct an annual review of the effectiveness and efficiency of the policy in achieving its objectives. After three (3) years, Review Committee will conduct a policy review for the revision of this policy.



San Roque, Virac, Catanduanes  
 052 – 8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
 DepEd Tayo – Region V - Catanduanes



Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

---

**VII. EFFECTIVITY**

These implementing guidelines shall take effect upon signing by the Schools Division Superintendent.

**VIII. REFERENCES**

DepEd Order No. 39, s. 2016. Adoption of the Basic Education Research Agenda

DepEd Order No. 118, s. 2010. Adoption of the New BESRA Implementation Arrangement.

Republic Act No. 9155 (2001). An Act Instituting a Framework of Governance for Basic Education, Establishing Authority and Accountability, Renaming the Department of Education, Culture and Sports as the Department of Education for other Purposes



San Roque, Virac, Catanduanes  
052 – 8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
DepEd Tayo – Region V - Catanduanes



Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

---

Enclosure 1. Title Page Format

INNOVATION PROJECT PROPOSAL/TERMINAL REPORT *or*  
INCOME-GENERATING PROJECT PROPOSAL/TERMINAL REPORT

[INNOVATION PROJECT TITLE/IGP TITLE]

An Innovation Project Proposal/Terminal Report Presented to the *[or]*  
An Income-Generating Project/Terminal Report Presented to the  
Division Review Committee  
Schools Division Office of Catanduanes

NAME  
Position  
School/Office Affiliation

Date of Submission



San Roque, Virac, Catanduanes  
052 – 8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
DepEd Tayo – Region V - Catanduanes