



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

September 5, 2024

DIVISION MEMORANDUM
No. 420, s. 2024

CALL FOR THE SUBMISSION OF CY 2024 INNOVATION AND INCOME GENERATING PROJECT PROPOSALS AND CY 2023 INNOVATION AND INCOME GENERATING PROJECT TERMINAL REPORTS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Division Innovation Review 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 titled, Division Policy Guidelines in the Conduct of Innovation Projects and Income-Generating Projects, this Office hereby announces the Call for the submission of Innovation and Income Generating Project Proposals for CY 2024 to all interested and qualified proponents in this Division and submission of Terminal Reports of approved Innovation and Income Generating Project for CY 2023.
2. The submission of the Innovation and Income Generating Project Proposals and Terminal Reports will be from September 5, 2024, to September 30, 2024.
3. Proposals and terminal reports submitted to this Office before this call will be included in these activities.
4. Five copies are required to be submitted which may be printed on used paper to reduce cost and minimize environmental impacts.
5. The venue and participants in these activities will be announced through a separate issuance.
6. Please refer to the enclosure for the parts and technical format of the Innovation Project and Income Generating Project Proposal and Terminal Report, schedule of activities, and guidelines for oral presentation.




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catanduanes@regionv.gov.ph
www.dep.gov.ph/catanduanes
DepEd Tayo - Region V - Catanduanes



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7. For further details and other concerns relative to these activities, please send an email to planning.ctd@deped.gov.ph.
8. The widest dissemination of this memorandum to all concerned is desired.


CECILE C. FERRO, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure 1 to Division Memorandum No. 420, 2024

Parts of Innovation Project Proposal and Terminal Report

	Innovation Project Proposal	Innovation Project Terminal Report
Title Page	✓	✓
Acknowledgment		✓
Endorsement	✓	✓
General Information	1. Project Title 2. Office/ School 3. Lead Proponent 4. Project Contacts 5. Total Project Costs and Sources 6. Project Duration	
Summary	✓	✓
Background	1. Brief Summary 2. Issues being Addressed	
Objectives	1. General Objectives 2. Specific Objectives 3. Outputs	
Methodology	1. Project Description 2. Beneficiary Description 3. Project Breakdown and Task Time 4. Risk Management	
Cost	1. Project Cost 2. Fund Source	
Monitoring and Evaluation		✓
Sustainability		✓
Appendices		✓



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Enclosure 2 to Division Memorandum No. 420, 2024

**Parts of Income Generating Project Proposal
 and Terminal Report**

	Innovation Project Proposal	Innovation Project Terminal Report
Title Page	✓	✓
Acknowledgment		✓
Endorsement	✓	✓
General Information	1. Project Title 2. Office/ School 3. Lead Proponent 4. Project Contacts 5. Total Project Costs and Sources 6. Project Duration	
Summary	✓	✓
Background	1. Brief Summary 2. Issues being Addressed	
Objectives	1. General Objectives 2. Specific Objectives 3. Outputs	
Methodology	1. Project Description 2. Beneficiary Description 3. Project Breakdown and Task Time 4. Risk Management	
Operational Description	1. Market 2. Technical 3. Organization and Management 4. Financial	
Results		1. Actual Project Cost 2. Income Statement 3. Actual Utilization of the Income 4. Impact
Sustainability		✓
Appendices		✓



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Enclosure 3 of Division Memorandum No. 120, s. 2024

**Technical Format of Innovation Project and Income
Generating Project Proposal and Terminal Report**

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 4 of Division Memorandum No. 420, s. 2024

Schedule of Activities

Activity	IP and IGP CY 2024	IP and IGP for CY 2023
Deadline of the Call for Submission of Innovation and Income Generating Project Proposals and Terminal Reports	September 30, 2024	
Notification of Participants for Committee Evaluation	October 1, 2024	
Online Orientation of the Participants	October 2, 2024	
Committee Evaluation of the Innovation and Income Generating Project Proposals (By Zone)	October 8 to 11, 2024	
Notification of Results	October 14, 2024	
Progress Monitoring and Technical Assistance	October 14 to December 26, 2024	
Deadline of Submission of Final Copy of the Terminal Report		October 25, 2024
Deadline of Submission of the Innovation and Income Generating Project Terminal Report	December 27, 2025	
Committee Evaluation (Oral Presentation by Zone)	January 7 - 10, 2025	
Deadline of Submission of Final Copy of the Terminal Report	January 31, 2025	



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Enclosure 5 of Division Memorandum No. 420, s. 2024

Guidelines for Oral Presentation

1. The prescribed template for the visual presentation is the MATATAG Powerpoint which is available through this link: <https://bit.ly/SDOCATRESEARCHLIBRARY>.
2. The visual material should not be more than 15 slides and include the title of the innovation and income-generating project, name of author/s, school/office, and email address. For the proposal, the succeeding slides will be composed of the summary of the background, objectives, methodology, and cost. While in the terminal report, the succeeding slides will be composed of the summary of the background, objectives, methodology, cost, monitoring and evaluation, and sustainability.
3. Each presenter is given 10 minutes for an oral presentation. There will be 15 minutes of academic exchange after each presentation.
4. The secretariat will prepare minutes of the oral presentation and provide the researcher with a copy upon the validation of the Division Innovation Review Committee.
5. The secretariat will conduct orientation to the proponents as to the ways forward or the next steps of the proponents.



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