



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES


July 16, 2025

DIVISION MEMORANDUM
No. 014, s. 2025

**ADOPTION OF THE DIVISION IMPLEMENTATION GUIDELINES
ON INNOVATION MANAGEMENT**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Schools Division Innovation Committee
Public School Heads
All Others Concerned

1. This Office issues the enclosed **Division Implementation Guidelines on Innovation Management** to provide directions in managing innovation projects at schools division, districts, and school levels.
2. The guidelines aim to foster a culture of innovation, promoting future thinking, knowledge creation, and management, while aligning innovation projects with the Basic Education Development Plan (BEDP) 2030, Regional Education Development Plan (REDP), Division Education Development Plan (DEDP), and School Improvement Plans (SIPs).
3. The implementing guidelines are anchored on Philippine Innovation Act (RA 11293), Governance of Basic Education Act of 2001 (RA 9155), DepEd Order No. 24, s. 2022, and DepEd Order 29, s. 2022, and rescinds Division Memorandum No. 237, s. 2022.
4. The templates and other supplemental research guides and materials are available for download at <https://bit.ly/SDOCATRESEARCHLIBRARY>.
5. Immediate dissemination of and strict compliance with this memorandum is directed.


MA. JEANY T. ABAYON
Asst. Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes
052-8114063
catanduanes@depd.gov.ph
www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph

DIVISION IMPLEMENTATION GUIDELINES ON INNOVATION MANAGEMENT

I. Rationale

The Philippine Innovation Act (RA 11293) aims to foster innovation as a key component of national development and sustainable economic growth, with education being a key focus. The Department of Education (DepEd) is responsible for developing policies and strategies to encourage Filipino citizens to innovate and engage.

The Governance of Basic Education Act of 2001 (RA 9155) mandates the DepEd to improve quality basic education through mechanisms and guidelines. The Act encourages local projects for school and learning center improvement and provides means for these improvements to be achieved and sustained. It also emphasizes the importance of introducing new and innovative modes of instruction to achieve higher learning outcomes through national and local programs and projects.

DepEd Order No. 24, s. 2022, outlines the DepEd's plan for the next decade, focusing on formulating, implementing, coordinating, monitoring, evaluating, and supervising policies, plans, programs, and projects in formal and non-formal basic education. It mandates all DepEd offices and units to align their policies with the BEDP 2030. The BEDP 2030 aims to anticipate future threats and opportunities, with the Department through the Futures Program initiating a thinking process to anticipate educational opportunities from innovations. The BEDP goals and strategies will be mainstreamed through the Regional Education Development Plan (REDP), the Division Education Development Plan (DEDP), and the School Improvement Plan (SIP).

Innovation in education is not a goal but a means to achieve educational objectives on access, equity, quality, resiliency, well-being, and governance. It involves policy recommendations, improved learning outcomes, increased participation rates, reduced school leavers, enhanced learning environments, improved students' well-being, cost-effectiveness, teachers' learning, and work and client satisfaction. Measuring innovation in education is crucial to assess the effectiveness of reforms and incentives for innovation in classrooms and schools, allowing decision-makers to assess the impact of their policies and understand current practices.

DepEd Order 29, s. 2022 outlines the Basic Education Monitoring and Evaluation Framework (BEMEF) to assess the effectiveness of innovation projects. It mandates DepEd units to monitor programs, projects, and activities, and conduct process evaluations.

The Schools Division Office of Catanduanes aims to strengthen innovation culture through strategic plans and flagship programs, aligning innovation priorities with the Department's strategic goals. Implementing these policies will improve innovation management and contribute to departmental goals. The harmonization aims to stimulate DepEd personnel to think creatively and effectively deliver basic education and services, contributing to the Futures of Education and policy recommendations.

II. Definition of Terms

The following terminologies are defined and understood as follows:

1. **Accomplishment Report** refers to the document that provides the details of implementation and accomplishment/s of the innovation project.
2. **Certificate of Adoption** refers official communication from the head of the office certifying the adoption of an innovation by another school/ office.
3. **Certificate of Utilization** refers to official communication from the head of the office certifying the utilization of an innovation.
4. **Head of Office** refers to highest authority within each governance level.
5. **Innovation** refers to the process of translating an idea, concept, or invention into an output, practice, policy, or system that creates value for the organization and its clientele, and results in workplace improvement through efficiency in operation, increased production, improved working standards, and / or savings in government spending.
6. **Innovation Managers** refer to the authorities who oversee the effective implementation of innovation management in the SDO.
7. **Innovation Proposal** refers to the document that provides the details of a proposed innovation project.
8. **Lead Proponent** refers to the individual who will directly coordinate with the secretariat on the administrative matters of the innovation.
9. **Plagiarism** refers to the unauthorized use, modification, or alteration of concepts, ideas, crafts, and the like without written permission from the author. It is taking someone else's work or ideas and passing them off as one's own.
10. **Process Innovation** refers to the development and/or introduction of a new or significantly improved production or delivery method. This may include significant changes in pedagogies, techniques, and business processes.
11. **Product Innovation** refers to the introduction of a good or service that is new or significantly improved in its features, application characteristics, or intended use.
12. **Proponent/s** refers to an individual, or group who submitted an innovation project proposal.

III. Implementation Arrangements

A. Schools Division Innovation Committee

The Schools Division Innovation Committee (SDIC) shall assume the responsibilities of managing innovation projects within the schools division. The SDIC shall have the following roles and responsibilities:

1. Provide directions on innovation projects to address identified priority improvement areas in the division, schools, and Community Learning Centers (CLCs).
2. Evaluate and approve innovation project proposals and other related innovation projects within the schools division.
3. Provide technical assistance to proponent/s on the conduct of their innovation projects.
4. Forge partnerships with academic and other institutions, government agencies, and other DepEd offices on innovation projects.
5. Prepare and submit reports to the RIC on all innovation projects conducted in the division.
6. Resolve emerging issues in the management and conduct of innovation projects.
7. Provide feedback to the Division Executive Committee on approved, ongoing, and completed innovation projects.

The SDIC Secretariat shall deliver the following:

1. Organize, coordinate, and document meetings of the Committee.
2. Conduct initial screening of submitted innovation project proposals for compliance with submission guidelines.
3. Aid SDIC members in recommending innovation project proposals for approval as per the criteria and scoring template.
4. Liaise with academic institutions and other agencies in the conduct of the innovation projects.
5. Provide technical assistance to proponent/s on the conduct of their innovation projects.
6. Conduct periodic monitoring of innovation projects of the schools division, schools, and community learning centers (CLCs).
7. Review and evaluate the completed innovation project report.
8. Prepare periodic reports on accomplishments related to division innovation projects.
9. Prepare complete staff work in support of the innovation committee's functions as needed.

B. Innovation Management Cycle

1. Schedule of Innovation Management Cycle

The schedule of the innovation management cycle shall be as follow:

Activity	Schedule	
	1 st Semester	2 nd Semester
Call for Innovation Project Proposals	1 st week of December (previous year)	1 st week of June
Deadline of Submission of Innovation Project Proposals	2 nd week of January	2 nd week of July
Initial Screening	Until 3 rd week of January	Until 3 rd week of July
Committee Evaluation	4 th week of January	4 th week of July
Notification of Results to the Proponents	Until 2 nd week of February	Until 2 nd week of August
Implementation of the Innovation Project/ Progress Monitoring/ End Project Innovation Outcome and Impact Evaluation/ Submission and Acceptance of Accomplishment Report	Within 6 months upon approval (innovations with 6-month implementation)	
	Within One year upon approval (innovations with 1-year implementation)	
Dissemination and Utilization of Innovation Project Results	Upon acceptance of the accomplishment report, onwards	

2. Call for Innovation Project Proposals

- a. The SDIC shall spearhead the periodic call for innovation project proposals at least once a year specifically during the last week of January or as deemed necessary by the committee.
- b. The SDIC secretariat shall conduct dissemination and capacity-building activities on the preparation of innovation project proposals.

3. Innovation Project Proposals

- a. Proponents shall be given one month after the posting of call for innovation project proposals to submit their innovation proposals in print to the SDIC secretariat.
- b. A maximum of 3 members is allowed for group proposals. The lead proponent must be identified to liaise with the secretariat on administrative matters. The roles of the other members must be specified in the innovation project proposal.

- c. An innovation project proposal must be in line with the national, regional, schools division, and school priorities. Potential sources of innovations are results of research conducted, Priority Improvement Areas (PIAs) based on REDP, DEDP, SIP, and evidence of urgency to modify or enrich an existing business process (problem tree, SWOT, risk assessment). The following types of innovations may be proposed: product, and process innovations.
- d. The gap/s that the innovation project proposal aims to address must be explicitly discussed in the rationale.
- e. Proponent/s shall observe the highest ethical standards in the entire cycle of the project as stipulated in Research Management Guidelines of DepEd Order No. 16. s. 2017.
- f. The period of implementation must be stated in the innovation project proposal. Thus, the duration of its implementation shall depend on the method and work committee. A proponent is given a minimum of 6 months and a maximum of 1 year upon approval, to implement an innovation project.
- g. The scope of the innovation project may be at the schools division, district, and school levels provided that the conduct shall not interfere with the regular functions of the proponent/s in their respective offices and schools.
- h. An innovation project involving 1 learner or a small group of learners (10 – 20) shall not be considered for innovation but for action research. This excludes innovation proposals on Special Education.
- i. The potential impact of an innovation project that is implemented for a period shall be estimated using any of the following but not limited to:
 - Student learning assessments such as the following:
 - ✓ Learning outcomes or exam result
 - ✓ Teacher formative and summative
 - ✓ Formal and informal assessments
 - ✓ Pre-test and Post-test
 - ✓ Student self-assessment
 - Comparison study between the previous data and the new data in terms of:
 - ✓ Productivity (increase in learning outcomes/outputs produced),
 - ✓ Time efficiency (shorter time on studying the same material/producing the outputs),
 - ✓ Cost efficiency (less expense per student/in delivering the service) data.
 - Other evaluations can include the school academic data, college admissions and employment rate of school graduates, their work productivity, and career growth.

Innovation proposals must include the following:

- A signed endorsement from the head of the school, division, unit, or section;
- Innovation Project Proposal Template
- Declaration of Anti-Plagiarism and Absence of Conflict of Interest

4. Evaluation of Proposals

a. Initial Screening

The SDIC Secretariat shall conduct the initial screening of submitted innovation project proposals against the eligibility requirements. Proposals falling under the following conditions will not be further evaluated, and will immediately be returned, with technical inputs, to the proponents:

- Incomplete documentary requirements as prescribed during the call for proposals.

- Conflict of interest in personal and professional aspects, which may influence the impartiality of the parties concerned, whether the proponent/s or the innovation managers.
- Non-conformance to ethics of innovation.
- Non-alignment of the proposal with the national and local innovation priorities.
- Cost estimates not within the existing accounting and auditing rules and regulations

Innovation project proposals that passed the initial screening shall then be endorsed to the SDIC for a more rigorous evaluation.

b. Committee Evaluation

- The secretariat shall prepare the completed staff work for the innovation committee before the evaluation of the proposals.
- The innovation committee shall conduct oral presentation to evaluate the proposals using the criteria and scoring template.
- To qualify for approval, the proponent/s must have a minimum score of 70%. The innovation committee shall provide comments, if any, to the proposals for consideration of the proponent before the implementation of the innovation.

c. Notification of Results

- Once the SDIC has evaluated the proposal, the secretariat shall send a notification letter of the results to the proponent/s.
- For disapproved proposal/s, proponent/s shall be encouraged to resubmit their proposal/s for consideration once they incorporate the comments from the previous evaluation. They shall be given one month to revise/integrate all the suggestions made or to complete any documents that are still lacking for re- submission.

d. Provision for Changes and Extensions

Any modification from the original and approved innovation project proposal must immediately be communicated to the secretariat. The proponent must write a letter to the SDIC detailing the changes made. The SDIC shall evaluate the modifications for their approval. The approved innovation project proposal cannot be changed by the proponent at any point during the study. Cost implications due to changes will not be granted with additional DepEd funds unless another funding source is available for this purpose.

All accepted innovation project proposals must be completed within 6 months to 1 year. In the event, that the proponent sees the need for an extension, a letter of request for extension with justification must be submitted to the SDIC Chairperson. Valid reasons for extension such as but not limited to, illness of the proponent, occurrence of disasters, and other extenuating circumstances will be decided by the Committee. The request for extension will be approved, provided there will be no additional cost to DepEd. The proponent shall be allowed only one request for extension. The duration of the extension shall be assessed and decided by the SDIC. Granted extensions shall not exceed 1 year.

If the proponent/s fail to complete and submit the deliverables within the prescribed schedule or upon the approved time frame of extension of the project, the innovation project shall no longer be accepted.

e. Progress Monitoring

The secretariat shall track the progress of all approved innovation project proposals based on the approved work plan and provide technical assistance as needed. As innovation managers, the SDIC shall conduct random visits to the locations where the innovations are implemented and discuss with the proponent/s the status of their projects.

The immediate superior and the Education Program Supervisor in charge of ALS shall also track the progress of approved innovation projects in their respective schools and CLCs.

f. Fund Sources

Fund sources for the approved innovation project proposals that require funding include but are not limited to, local funds and outside fund sources. Request for local funds shall be subject to the approval of the Head of Office and the availability of funds. It shall follow the usual accounting and auditing rules and regulations. Innovation projects under local funds must be included in the Work and Financial Plan (WFP) or supplemental WFP of the division or school.

For fund sources outside the local funds, special concerns and provisions may arise depending on the stipulations in the agreement between DepEd and the funding institution.

g. End Project Innovation Outcome and Impact Evaluation

- The evaluation of the outcome and impact of innovation projects shall be done by the SDIC not involved in the implementation of the project before it can be accepted as an innovation. This is in accordance with DepEd Order No. 29, s. 2022, Basic Education Monitoring and Evaluation Framework (BEMEF).
- The SDIC shall serve as evaluators. Evaluators shall observe the standard of ethics in undertaking evaluation, prepare evaluation plans in accordance with best practices, undertake evaluations with due regard for impartiality, and report, disseminate, and use evaluations for possible Technical Assistance.
- The outcome and impact evaluation shall cover at a minimum, the following 4 areas:
 - ✓ relevance (on alignment and consistency with national priorities and policies, on responsiveness to stakeholder needs, on complementation with other programs/projects, and programmatic alternatives);
 - ✓ effectiveness (on achievement of objectives, on unintended results, and on timeliness) (e.g. learning outcomes, access, equity, resiliency and well-being, governance, or client satisfaction)
 - ✓ efficiency (on efficient delivery of outputs and operational alternatives);
 - ✓ sustainability (on having a defined strategy for accomplishing long-term objectives to maintain the innovation's programs and activities)
- An outcome and impact evaluation certificate shall be issued to the proponent/s upon the verification of the reported outcome and impact of the project.
- The Head of Office shall ensure that results of the evaluation are used as inputs to the planning and budgeting processes and subsequent design of similar innovation projects.

h. Submission and Acceptance of Accomplishment Report

- Proponent/s shall submit a copy of the accomplishment report to the SDIC.
- Proponent/s shall ensure that the accomplishment report is original work, and that accurate reporting and documentation were observed during its implementation.
- The secretariat shall conduct a technical evaluation to determine the acceptability of the final output.

i. Dissemination and Utilization of Innovation Project Results

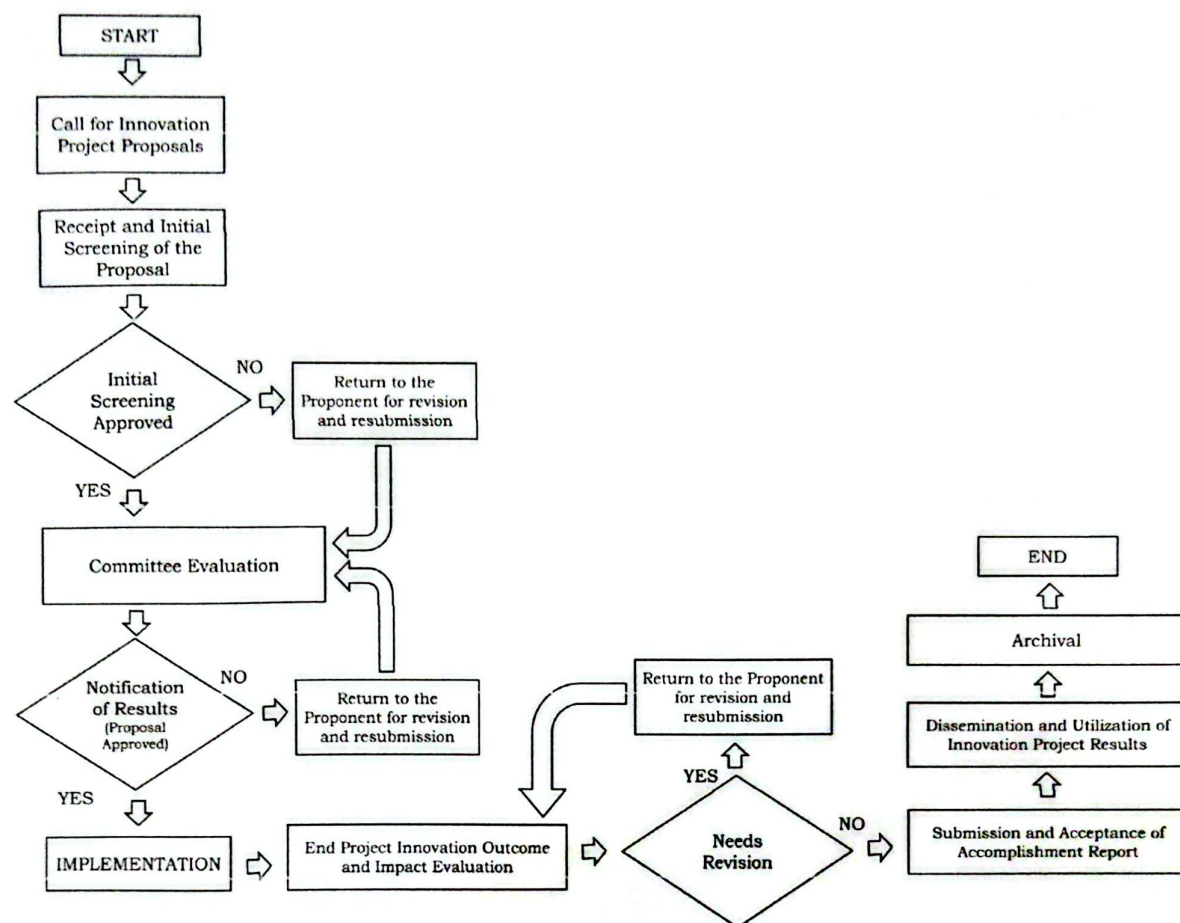
- Innovation managers shall take measures to ensure the dissemination and utilization of innovation project results in various settings. Further, proponent/s shall disseminate and discuss their innovation project results and recommendations in the area/office/governance level where the innovation was conducted, preferably attended by the participants.
- Further, innovation managers may also publish innovation journals and bulletins for wider dissemination, and as a potential archival mechanism for completed innovation projects.
- In addition, the SDO may utilize validated completed innovation projects to improve access, equity, learning outcomes, resiliency, and well-being of learners and governance processes in their respective areas. Evidence should be heavily used in the development of guidelines, frameworks, programs, and projects, strategic, operation, and mid-term plans, training programs, and instructional materials, to mention a few governance strategies.
- With the full support of school heads, teachers shall disseminate and utilize innovations through existing mechanisms such as, but not limited to the following venues:
 - ✓ Learning Action Cells (LACs). The LAC sessions may be maximized by sharing the results of completed innovation projects. These may serve as input for teachers in their respective teaching-learning strategies.
 - ✓ In-Service Training (INSET). The training design may include discussions on innovation results and how these can be adopted.
- Innovation results and proposed actions can be presented during school planning and monitoring activities of School Governing Council (SGC)
- Innovation results may be incorporated into the SIP.
- Innovations made because of research results may be included in the School Report Card (SRC).

j. Archival

Innovation managers shall set up mechanisms to archive all completed innovation projects, along with other relevant documents, such as the data sets used during the implementation of the project.

The Division Library may be utilized for display of the completed innovation projects.

k. Flowchart of the Innovation Management Cycle



C. Evaluation of Innovation for Performance Evaluation and as an Outstanding Accomplishment for a Vacant Position or Promotion

Innovation project may be submitted as one of the components of outstanding accomplishment for a vacant position or promotion as per DepEd Order No. 7, s. 2023.

IV. **Monitoring and Evaluation**

Apart from the progress monitoring of the innovation projects being conducted, the SGOD through Planning and Research Section (PRS) and School Management Monitoring and Evaluation (SMM&E) Section shall conduct monitoring and evaluation of the entire innovation management cycle within their respective areas to continuously improve the management of innovation projects. The number of innovation projects completed and their outcome and impact on basic education shall be monitored. Feedback shall be communicated through Schools Division Management Committee meetings and Quarterly Program Implementation Review (PIR).

V. **References**

DepEd No. 16, s. 2017, *Research Management Guidelines*

DepEd Order No. 44, s. 2015, *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*

DepEd Order No. 19, s. 2022, *The Department of Education Merit Selection Plan*

DepEd Order No. 24 s. 2022, *Adoption of the Basic Education Development Plan 2030*

DepEd Order 29 s. 2022, *Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)*

DepEd Order No. 007 s. 2023, *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*

National Evaluation Policy Framework of the Philippines (NEPFF and the Adoption of a Results-based Monitoring and Evaluation Reporting (RbMER) Policy.

Republic Act No. 9155, *Governance of Basic Education Act of 2001*

Republic Act No. 11293, *An Act Adopting Innovation as a Vital Component of the Country's Development Policies to Drive Inclusive Development, Promote the Growth and National Competitiveness of Micro, Small, and Medium Enterprises Appropriating Funds Therefor, and for Other Purposes*

Annex 1: Technical Guidelines

1. All documents containing proposals for innovation projects must adhere to the following standard format:
 - a. Paper Size: A4 size (8.27 x 11.69 inches)
 - b. Font Style and Size: Bookman Old Style; 11
 - c. Margins: 1 inch on all sides
 - d. Spacing: Single
 - e. Binding and Packaging: Proposal shall be submitted in 4 copies enclosed in long folders; accomplishment report must be submitted in 3 softbound copies in blue cover.
2. Ensure all in-text citations and lists of references are made by APA 7th Edition guidelines.

Annex 2: Requisite Components for an Innovation Project Proposal Outline

1. Endorsement from the Immediate Supervisor
2. General Information
 - a. Proponents
 - b. Implementing Identity (Unit/Section/School)
 - c. Project Proposal Title
 - d. Type of Innovation
 - e. Brief Description of the Proposal
 - f. Scope of Implementation
 - g. Implementation Period
 - h. Total Funding Requirement
3. Background and Rationale
4. Project Description
 - a. Goal
 - b. Outcome
 - c. Objectives
 - d. Inputs
 - e. Expected Outputs
5. Methodology
 - a. Method
 - b. Project Beneficiaries
 - c. Impact Estimation
 - d. Work and Budget Plan
 - e. Monitoring and Evaluation Plan
 - f. Exit Plan
6. References

Annex 3: Innovation Project Proposal Template

I. General Information

A. Proponent/s

(Write the name/s of the proponent/s, positions, and brief description of roles and responsibilities in the Innovation Project)

Lead Proponent:	(Name) (Position) (Brief Description of Roles and Responsibilities in the Innovation Project)
Co-Proponent*:	(Name) (Position) (Brief Description of Roles and Responsibilities in the Innovation Project)
Co-Proponent*:	(Name) (Position) (Brief Description of Roles and Responsibilities in the Innovation Project)

**If applicable*

B. Implementing Entity: *(Indicate the Functional Division/ Unit/ Section/ School)*

C. Type of Innovation: *(Indicate the type of Innovation: Process or Product)*

D. Brief Description of the Proposal: *(Briefly describe the innovation in terms of its type, project target, usage or application, and its significance)*

E. Scope of Implementation: *(Specify the Scope: Division/ District/ School)*

F. Total Funding Requirement: *(Indicate the amount of funds needed for the innovation project and source)*

G. Implementation Period: *(Please specify the duration for implementing the innovation project)*

II. Background *(Please provide the circumstances or situation that led to the proposal for the innovation project.)*

III. Rationale: *(Indicate data-driven reasons why the innovation is necessary [refer to sources of innovation], and what needs to be addressed or innovated)*

IV. Project Description

A. Intermediate Outcome/ Enabling Mechanisms *(Refer to BEDP Pillars and Enabling Mechanisms)*

B. Objectives *(Must be SMART – Specific, Measurable, Attainable, Resource-oriented, and Time-bound)*

C. Inputs *(Resources Needed)*

D. Expected Outputs

V. Methodology

A. Method: *(Briefly discuss the design)*

B. Target Beneficiary

C. Impact Estimation

D. Work and Budget Plan: *(Action Plan reflecting specific strategies, activities, and resources)*

Phase	Activity	Time Frame	Resources			Budgetary Requirements	Expected Output/s
			Human	Material	Financial		
Pre-Implementation							
Implementation							
Post-Implementation							

E. Monitoring and Evaluation Plan

Indicators	Baseline (What is the current value?)	Target (What is the target value?)	Data Source (How will it be measured?)	Frequency (How often will it be measured?)	Responsible (Who will measure it?)	Reporting (Where will it be reported?)

F. Exit Plan (Exit strategy should clarify how your project will be ended while sustaining its benefits)

Plan Component/ Method	Action Steps	Timeline

Annex 4: Declaration of Anti-Plagiarism and Absence of Conflict of Interest

Declaration of Anti-plagiarism

1. I/We, _____, _____, _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.
2. I/We hereby attest to the originality of this innovation project proposal and have cited properly all the references used. I/We further commit that all deliverables and the final innovation project emanating from the proposal shall be of original content. I/We shall use appropriate citations in referencing other works from various sources.
3. I/We understand that violation of this declaration and commitment shall be subjected to consequences and shall be dealt with by the Department of Education.

Declaration of Absence of Conflict of Interest

1. I/We, _____, _____, _____ understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in implementing, evaluating, and reporting the innovation.
2. I/We declare that I/we do not have a personal conflict of interest that may arise from my application and submission of my/our innovation proposal. I/We understand that my/our innovation proposal may be returned to me/us if found out that there is a conflict of interest during the initial screening.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my/our innovation, I/we will duly report it to the innovation committee for immediate action.
4. I/We understand that I/we may be held accountable by the Department of Education for any conflict of interest which I/we intentionally concealed.

Signature over Proponent's Name

Date: _____

Signature over Proponent's Name

Date: _____

Signature over Proponent's Name

Date: _____

Annex 5: Sample Letters of Approval and Disapproval**Letter of Approval**

[Insert Date]

Mr./Ms.

Dear Mr./Ms.:

Greetings!

We are pleased to inform you that your innovation project proposal titled, _____ which was submitted to the Schools Division Innovation Committee (SDIC) and was thoroughly evaluated by the Innovation Committee based on the criteria prescribed in the Division Implementation Guidelines on Innovation Management, has been approved for implementation. Please be aware that the Innovation Committee Secretariat shall monitor the progress of your innovation project throughout its implementation.

For clarifications and any concerns, kindly contact [insert contact office, focal person, and contact details].

We look forward to the successful implementation of your innovation.

Congratulations!

Very truly yours,

SCHOOLS DIVISION INNOVATION COMMITTEE CHAIR

Letter of Disapproval

[Insert Date]

Mr./Ms. _____

Dear Mr./Ms.:

The Innovation Committee has carefully evaluated your innovation project proposal titled based on the criteria prescribed in the Division Implementation Guidelines on Innovation Management.

We regret to inform you that the said proposal did not pass the evaluation due to the following reasons:

Kindly take note that you can still re-submit your innovation project proposal once all comments and recommendations are incorporated.

For clarifications and any concerns, kindly contact [insert contact office, focal person, and contact details].

We look forward to future collaboration with you. Thank you very much.

Very truly yours,

SCHOOLS DIVISION INNOVATION COMMITTEE CHAIR

Annex 6: Progress Implementation Monitoring of Innovation Project Template

Title of Innovation Project: _____

Date of Monitoring: _____

Proponents: _____

Activity	Status		Issues Encountered	Technical Assistance Provided	Agreement
	Completed	Ongoing			

Prepared by:

NAME INNOVATION SECRETARIAT

Annex 7: Innovation Project Accomplishment Report

- I. Cover Page
- II. Table of Contents
- III. Executive Summary
- IV. General Objective of the Innovation
- V. Description of the Innovation
- VI. Activities Undertaken during the Implementation
- VII. Highlight Accomplishments/Improvements made by the innovation in the concerned area. Indicate the impact of the innovation to be supported by statistical analysis.
- VIII. Budget Utilization (*actual*)
- IX. Sustainability
- X. Appendices
 - A. Approved Innovation Proposal
 - B. Certificate of Utilization
 - C. Certificate of Adoption, if adopted by another school/office
 - D. Data Analysis Report/Actual Computation of Raw Data
 - E. Pictorials
 - F. Minutes of the Meetings, if there are
 - G. Attendance logs, if necessary
 - H. Other significant/relevant supporting document

Annex 8: Certificate of Utilization/ Adoption of Innovation

CERTIFICATE OF UTILIZATION/ ADOPTION OF INNOVATION

This is to certify that the innovation titled,
_____, introduced and implemented by (Proponent/s)
_____ was fully utilized/ adopted from date to date at [school/office].

Given this ____ day of ____, 20____ at [school/office].

Head of Office