



2501-827

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION ORDER
No. 4, s. 2025

**DIVISION POLICY GUIDELINES IN THE CONDUCT OF INCOME
GENERATING PROJECTS(IGPs)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Public Elementary and Secondary School Heads

1. Republic Act No. 9155, also known as the Governance of Basic Education Act of 2001, provides a framework that empowers school officials and personnel to take proactive measures aimed at improving the quality of basic education. This encourages educational leaders to implement strategies and initiatives that will enhance educational outcomes within their respective schools and communities.
2. In accordance with this mandate, and to support the continuous development of the education sector, this office is issuing the Division Policy Guidelines for the Conduct of Income Generating Projects (IGPs). These guidelines are intended for both teaching and non-teaching personnel within the division and apply to all levels of governance, from the school level to the division level. The implementation of IGPs is expected to generate additional resources that can be utilized to further enhance educational programs, provide professional development opportunities, and improve the overall learning environment for learners. By fostering collaboration and resourcefulness, these projects will contribute to the sustainability and growth of educational initiatives within the division.
3. In this regard, the Schools Division Office acknowledges the significant contribution of IGPs as a means of resource mobilization, primarily aimed at raising funds to finance school programs, projects and activities.
4. This issuance repeals all issuances, rules and regulations and provisions that are inconsistent with this policy.
5. Immediate dissemination and strict compliance with this policy is directed.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: As stated
Reference: RA 9155
To be indicated in the Perpetual Index
under the following subject:

POLICY IGP GUIDELINES
sgod/smr/2025



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DIVISION POLICY GUIDELINES IN THE CONDUCT OF INCOME-GENERATING PROJECTS (IGPs)

I. RATIONALE

Republic Act No. 9155, also known as the Governance of Basic Education Act of 2001, seeks to strengthen the governance of the Philippine education system through decentralization and a focus on improving the quality of education. One way to align this objective with an income-generating project is by encouraging schools and educational institutions to initiate activities that generate revenue. These projects can help fund school programs, enhance facilities, and provide additional resources for both students and teachers.

The implementation of Income Generating Projects (IGPs) within educational institutions is crucial for enhancing financial sustainability and supporting various school initiatives. IGPs serve as a vital source of supplemental funding, enabling schools to improve their resources and infrastructure, thereby elevating the overall quality of education.

By establishing IGPs, schools can foster financial independence, reducing their reliance on external funding sources. This autonomy empowers school leaders to make decisions that best address the unique needs of their communities. Additionally, IGPs play a key role in resource mobilization. Encouraging schools to develop their own income streams promotes innovation and allows them to cater to specific local demands, while also providing students with practical, real-world learning experiences. Clear guidelines for IGP submissions ensure that projects are well-planned, aligned with educational goals, and capable of generating sustainable income. This structured approach enhances accountability and transparency in the use of funds.

The process of developing IGPs also encourages collaboration among teaching, non-teaching staff, and the community. It cultivates a culture of entrepreneurship and resourcefulness, equipping school personnel with essential skills in project management, budgeting, and fundraising. By generating additional funds, IGPs contribute to improving educational resources such as learning materials, extracurricular activities, and school infrastructure. These improvements, in turn, enhance the overall learning experience for learners.

Establishing comprehensive guidelines for IGP submissions ensures compliance with relevant regulations and standards. It helps ensure that all projects are feasible, sustainable, and aligned with DepEd thrusts and school plans.

In conclusion, the development of clear and effective guidelines for the submission of Income Generating Projects is essential for promoting financial sustainability, improving educational quality, and fostering community involvement in our schools. These guidelines will serve as a framework for the effective planning, implementation, and evaluation of IGPs, ensuring that they contribute positively to the educational landscape.

II.SCOPE

The implementing guidelines in the conduct of income-generating projects shall apply to public elementary and secondary teaching and non-teaching personnel, effective immediately.

III.DEFINITION OF TERMS

a. **Income-Generating Project:** This is a form of resource mobilization primarily designed to raise funds to finance a program or project. Such a project must be proposed for review at all governance levels and approved by the Schools Division Superintendent. The terminal report must also be submitted for review, acceptance, and recording.

b. **Income-Generating Review Committee:** This is the mandated body responsible for overseeing the submission, implementation, and evaluation of income-generating project proposals and terminal reports for approval by the Schools Division Superintendent.

IV.POLICY STATEMENT

The Schools Division of Vigan issues these guidelines on school income-generating projects to ensure that the school's initiatives are aligned with the achievement of organizational outcomes. These guidelines will guide the proponents, school heads, review committee, and other concerned officials in conducting the project. They will also define the roles and responsibilities of the committee.

V. PROCEDURES

Republic Act No. 9155, also known as the Governance of Basic Education Act of 2001, empowers school officials to initiate local efforts aimed at providing quality basic education.

Through this mandate, both teaching and non-teaching personnel are encouraged to innovate practices, procedures, and processes that enhance the teaching-learning environment and improve school governance.

A. CRITERIA IN THE SELECTION OF PROPOSED INCOME GENERATING PROJECT

a. The IGP must align with DepEd's thrusts and contribute to the achievement of the Department's vision and mission. Additionally, it should be reflected in the School Improvement Plan (SIP) and/or the Annual Implementation Plan (AIP).

b. The IGP must benefit learners and other school stakeholders.

c. The project must have a realistic management plan and sufficient resources to complete it within the calendar year.

d. The project shall be a worthwhile activity wherein the entrepreneurial and working skills of the learner beneficiaries in any of the components of EPP/TLE are developed.



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- e. The sources of funds for sustaining the project should come from donations, income generated by the project, or other similar sources.
- f. Solicitation and use of Maintenance and Other Operating Expenses (MOOE) funds are prohibited.
- g. The proponent must provide proof of donation, a Memorandum of Agreement (MOA), or any other evidence of project funding sources.
- h. For infrastructure projects, the proponent must include a layout or project design as part of the proposal.

B. COMPOSITION OF THE INCOMING GENERATING REVIEW COMMITTEE

This shall be the composition of the review committee:

Chairman:	Assistant Schools Division Superintendent
Co-Chairman:	Chief Education Supervisor (SGOD)
Members:	Education Program Supervisor (SGOD)
	Senior Education Program Specialist-Social Mobilization
	Concerned School Head
	SDO Accountant
Secretariat:	Education Program Specialist 2-Social Mobilization

C. ROLES AND RESPONSIBILITIES OF THE IGP REVIEW COMMITTEE

The functions of the Review Committee are as follows:

- a. Receives IGP Proposals from the Records Section.
- b. Reviews each IGP Proposal and check on the following:
 - i. Proposal qualifies as an IGP (Enclosure No. 3)
 - ii. Alignment with DepEd existing programs and projects.
 - iii. Relevance to the required components of an IGP proposal.
 - iv. Compliance with existing policies like "No Collection Policy", "Health Protocols, guidelines on class disruption", etc.
 - v. Adherence to the prescribed format and technical specifications
- c. Returns proposals that do not meet the evaluation criteria, providing appropriate technical assistance and following up for resubmission.
- d. Forwards proposals that pass review to the Office of the Schools Division Superintendent.
- e. Monitors the implementation of the approved proposal.
- f. Provides technical assistance for project completion.
- g. Evaluates and validates using the Monitoring and Evaluation (M & E) tool.
- h. Attests to the integrity of the terminal report, certifying that the desired output or outcomes have been achieved.

Further , the IPC secretariat, will assume the following responsibilities:

- 1. Provides essential administrative support to the committee, including organizing meetings, managing documents, and recording minutes.
- 2. Coordinates communication between the committee and project

- proponents, ensuring timely submission and processing of proposals.
3. Monitors the progress of income-generating projects, tracks deadlines, and compiles reports for the committee.
 4. Assists in the evaluation process by preparing materials and compiling results.
 5. Maintain accurate records and disseminating information related to income-generating projects to stakeholders.
 6. Provide regular reports/ feedback to top management on the status of income-generating projects in the division.

C. PROCESS FLOW FOR THE PREPARATION, REVIEW, AND APPROVAL OF INCOME GENERATING PROJECTS (IGP)

Below are the steps in the conduct of income-generating projects:

1. Preparation of the IGP Proposal

The process begins with the proponent, who is responsible for preparing a detailed IGP proposal. This proposal includes the project's objectives, plan of action, resource requirements, and expected outcomes. The proponent shall use the Division Format/Template (*Enclosure 2*) following the DepEd Manual of Style (DMOS), as indicated in DepEd Order No. 30, s. 2019.

2. Submission to the School Head

Once the proposal is prepared, the proponent submits it to the school head for initial review and approval. This step ensures that the proposed IGP aligns with the school's goals and priorities.

3. Review of the IGP Proposal by the School Head

The school head reviews the proposal to assess its feasibility, relevance, and alignment with school objectives. If the proposal meets the criteria, it proceeds to the next step; otherwise, the proponent may be asked to make adjustments.

4. Submission to the Division Office

After the school head's review, the school head submits the proposal to the Division Office through the Records Section for further evaluation. This step ensures that the IGP complies with division-level policies and guidelines. The template indicated in *Enclosure No. 1* must be used.

5. Evaluation by the Review Committee

The Review Committee evaluates the submitted proposal using a standard checklist found in *Enclosure No. 3*. If the proposal is incomplete or requires modifications, the committee provides technical assistance and returns the proposal to the proponent for necessary adjustments (*Enclosure No. 4*).

6. Forwarding to the ASDS for Further Evaluation

The Review Committee forwards the evaluated proposal to the Office of the Assistant Schools Division Superintendent (ASDS) for further evaluation. The ASDS conducts a final review to determine if the project aligns with division priorities and objectives.

7. Review and Recommendation by ASDS

The ASDS reviews the proposal and, if deemed appropriate, recommends it to the Schools Division Superintendent (SDS) for final approval.

8. Final Review and Approval by SDS

The SDS conducts a final review of the IGP proposal. If the project is approved, the approved proposal shall be forwarded to the Records Section with the endorsement found in *Enclosure No. 5*.

9. Release of Approved IGP Proposal

The Records Officer releases the approved IGP proposal to the proponent, who is now authorized to proceed with the project implementation.

10. Implementation and Communication for Technical Assistance

The proponent begins implementing the approved IGP. During this phase, the proponent communicates with the concerned Education Program Supervisor (EPS) or Senior Education Program Specialist (SEPS) for any required technical assistance and to ensure that the project stays on track.

11. Monitoring of Implementation

The EPS/SEPS monitors the progress of the IGP using monitoring tools for Program and Activity Plans (PAPs). They provide ongoing technical assistance to the proponent to ensure the project is being implemented effectively and efficiently using the Sample Progress Monitoring Tool for Income Generating Projects (*Enclosure No. 6*). The Implementation Plan (*Enclosure No. 7*) and Monitoring and Evaluation Plan (*Enclosure No. 8*) shall also be used as tools for monitoring before, during, and after implementation.

12. Preparation of Terminal Report

Upon completion of the IGP, the proponent prepares a terminal report detailing the project's outcomes, challenges, and lessons learned. The terminal report template is provided in *Enclosure No. 9*.

13. Certification of Utilization of IGP

The Review Committee reviews the IGP using the Terminal Report Evaluation Criteria (*Enclosure No. 10*). The committee ensures that the IGP funds and resources are utilized properly, ensuring transparency and accountability.

14. Review and Recommendation of Terminal Report

The ASDS reviews the terminal report and, if everything is in order, recommends it for approval by the SDS.

15. Verification and Approval of Terminal Report by SDS

The SDS verifies the terminal report for completeness and accuracy. Once verified, the SDS approves the report by signing the approval sheet for the final paper terminal report (*Enclosure No. 11*). This shall be forwarded to the Records Section.

16. Release of Approved Terminal Report

Finally, the Records Officer releases the approved terminal report to the proponent, who receives formal recognition for the successful completion of the IGP.

The process flow is also outlined in *Enclosure No. 12*.

E. EVALUATION AND SUBMISSION OF COMPLETED INCOME-GENERATING PROJECT

The committee will evaluate the completed projects using the Checklist for Completed Income-Generating Project (*Enclosure No. 10*) to assess the success and potential for scaling. Final reports, including lessons learned and recommendations, will be submitted by the Income Generating Project Review Committee and to the Schools Division Superintendent within three (3) working days after deliberation.

F. CREDITING OF INCOME-GENERATING PROJECT AS AN OUTSTANDING ACCOMPLISHMENT

1. The Human Resource Merit Promotion and Selection Board (HRMPSB) will recognize an income-generating project as an outstanding accomplishment for job applications, promotions, or reclassification if it demonstrates the applicant's significant contribution, such as ideas, inventions, or discoveries that have been officially recognized. The IGP must be directly related to the applicant's Key Result Areas (KRA) in their current or previous position.
2. The HRMPSB will review documentation and Means of Verification (MOVs) based on the hiring guidelines (DepEd Order No. 007, s. 2023) to confirm that the project led to positive workplace results. Required documents include:
 - a. Income-Generating Project (IGP) proposal duly approved by the Schools Division Superintendent/Head of Office with Approval Sheet.
 - b. Accomplishment/Terminal Report verified by the Schools Division Superintendent/Head of Office with Approval Sheet.
 - c. Other MOVs like pictorials and other relevant documents.
3. For promotion purposes, only IGPs introduced since the applicant's last promotion will be considered for points.
4. In the case of collaborative income-generating projects, points will be divided among the proponents/authors.

VI. MONITORING AND EVALUATION

Consistent with DepEd Order No. 029 s. 2022, the Adoption of Education Monitoring and Evaluation Framework, enclosed is the template of Monitoring and Evaluation Plan to be accomplished by the proponent.

At the **school level**, the school head leads the monitoring and evaluation of the IGPs proponent. For large schools, the school heads may assign assistant principal or head teacher or key teacher to observe the implementation of the project.

At the **SDO level**, the IGP Review Committee shall monitor the compliance of the proponents with the provision of these guidelines particularly the progress being implemented in their respective schools and areas

VII. EFFECTIVITY/TRANSITORY PROVISION

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

VII. REFERENCES

- DepEd Order No. 7, s. 2023, "Guidelines on Recruitment, Selection and Appointment in the Department of Education"
- Division Memo No. 707. s. 2023, "Guidelines on Contextualized School Income-Generating Project (IGP)"
- DepEd Order No. 19, s. 2022, "The Department of Education Merit Selection Plan"
- DepEd Order No. 24, s. 2022, "Basic Education Development Plan (BEDP) 2030"

- DepEd Order No. 29, s. 2022 “Adoption of the Basic Education Monitoring and Evaluation Framework”
- Republic Act No. 10533, “Enhanced Basic Education Act of 2013
- Republic Act No. 9155, “Governance of Basic Education Act of 2001”



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Office of the Schools Division Superintendent

Enclosure No. 1 to Division Order No. ____, s. 2025

TITLE PAGE



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Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

INCOME GENERATING PROJECT PROPOSAL/TERMINAL REPORT

(INCOME GENERATING PROJECT TITLE)

An Income Generating Project Proposal /Terminal Report

Presented to the IGP Review Committee
Schools Division of Vigan City

Name of Proponent/s

Position/Designation
School

Date of Submission



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Enclosure No. 2 to Division Order No. ____, s. 2025

Division Format of an Income-Generating Project Proposal

A. PROJECT INFORMATION

Project Title :
Proponent/s & Position :
Project Location :
Project Duration :
Number of Recipient :
Project Cost :
Source of Funding :

B. BACKGROUND/RATIONALE

(Present the issue or situation being addressed and the significance of the project)

C. OBJECTIVES AND OUTPUTS/OUTCOME

(a. general b. specific c. outputs/outcome)

D. METHODOLOGY

a. Project Description

(This pertains to the proposed solution to address the issue. Describe what the project is all about.)

b. Beneficiary Description (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 portion)

c. Project Breakdown and Task Time (Implementation Plan)

(Pre, During and Post), Implementation Plan shall be attached. See Enclosure No. 8 for the template.

b. Risk Management (Describe the major project risks and mitigating measures.)

E. WORKPLAN OF ACTIVITIES

(It can be presented in table form. These include major activities, persons responsible, time frame or duration (may be divided by quarter and be presented in Gantt chart)

F. BUDGETARY REQUIREMENTS

(Present the project cost and source of funds)

G. PROJECT OPERATIONAL PLAN

(Provide the following)

A. MARKET

Production Description

Target Market

Price and Pricing

Terms of Sale

Projected Sale Volume

B. TECHNICAL

Project Location

Production capacity and expected output

Technical Production Processes



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C. ORGANIZATIONAL AND MANAGEMENT STRUCTURE

D. FINANCIAL

Capital Requirement

Source of Funds

Investment Cost

Projected Income Statement

H. MONITORING AND EVALUATION (M & E Plan)

(Prepare an IGP Proposal Review and Evaluation Checklist to be used by the evaluators for the validation. M and E Plan shall also be prepared by the proponent. Use the attached template found in Enclosure No 9)

I. SHARING OF INCOME

(Present Learners involved (60%) and School Share (40%))

J. SUSTAINABLE PLAN

(Describe how the project can be sustained)

Prepared by:

Proponent

Income Generating Project Review Committee

Reviewed by:

School Head

SDO-Accountant

SEPS-SOC MOB

EPS-SGOD

Chief, SGOD

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent



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Enclosure No. 3 to Division Order No. ____, s. 2025

INCOME GENERATING PROJECT REVIEW AND EVALUATION CHECKLIST

CRITERIA	Passed	Failed	Comments/Suggestions
Rationale: a. School situations, issues, and problems are clearly described or presented. b. The importance of the project is clearly stated.			
Objectives: a. General objectives address the problem. b. Specific objectives are SMART.			
Description of the Project: a. The IGP purpose is clearly stated. b. Implementation and production techniques are well-defined. c. Strictly observed no disruption of classes during the implementation. d. The project promotes positive values among learners. e. How the project will be done is described.			
Sharing of Income: a. Income sharing specified and provided.			
Sustainability: a. The action plan was provided to sustain the project.			
Management and Supervisory Requisites: a. The IGP Proposal is not funded by MOOE or any DepEd downloaded funds. b. Adheres to existing DepEd Policies like the "No Collection Policy", "Health Protocols", and the "Contextualization Guidelines", etc c. Endorsed/Reviewed by the School Head for Teacher-Proponent and the SEPS-Soc Mob for School-Head Proponent. d. The IGP is a worthwhile activity to enhance working and entrepreneurial skills development of the learners e. The IGP Proposal is worth recommending for approval.			
Total Score Note: Passing score is 14			

Evaluated by: _____
IGP Review Committee

Remarks: Passed or Failed: _____



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Enclosure 4 to Division Order No. ____, s. 2025

**SAMPLE ENDORSEMENT FOR REVISION OF INCOME-GENERATING
PROJECT PROPOSAL**

1st INDORSEMENT

Date: _____

Respectfully returned to (Name/s of Proponent/s), of
(School/Offic through (Immediate, Supervisor,
the herein income-generating project proposal titled,
" _____ " along with the suggestions and
recommendations for incorporation. It is advised that the proponent shall submit the
revised copy of the proposal three (3) days after receipt for re-evaluation. Please be
guided accordingly.

Schools Division Superintendent



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Enclosure 5 to Division Order No. ____, s. 2025

SAMPLE ENDORSEMENT FOR APPROVAL/DISAPPROVAL OF INCOME-GENERATING PROJECT PROPOSAL

2nd INDORSEMENT

Date: _____

Respectfully returned to (Name/s _____ of _____ Proponent/s), of
(School/Office _____ through (Immediate _____ Supervisor),
the herein income-generating project proposal titled,
" _____ " Based on the criteria prescribed in our
Division Income-Generating Project Guidelines, the said proposal is
approved/disapproved for implementation.

Schools Division Superintendent



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Enclosure 6 to Division Order No. ____, s. 2025

SAMPLE PROGRESS MONITORING TOOL FOR
INCOME-GENERATING PROJECTS

Activity (Based on Implementation Plan)	Status		Issue/s Encountered	Technical Assistance Provided	Agreement
	Completed	On- going			

Prepared by: _____
IGP Review Committee/M&E Secretariat

Conforme: _____
Proponent



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Enclosure No. 7 to Division Order No. ____, s. 2025

Source: DepEd Order No. 29 s. 2022

IMPLEMENTATION PLAN				
Title: _____				
Goal: _____				
Outcome: _____				
IMPLEMENTATION PLAN- (YEAR)				
Critical Action	Responsible/Accountable Unit (FD)	Timeframe	Estimated Budget	Budget Source
What actions/activities must be completed to implement the policy?	Who is responsible for the action/activity?	When must the action/activity be completed?	How much will it cost to implement the action?	Where will the funding come from? (internal and external funding source)
OUTPUT 1				
Activity 1				
Activity 2				
Activity 3				
OUTPUT 2				
Activity 1				
Activity 2				
Activity 3				
OUTPUT 3				
Activity 1				
Activity 2				
Activity 3				
Prepared by:	Reviewed by:	Recommending Approval:	Approved:	
PROPOSER	INNOVATION PROJECT COMMITTEE	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT	SCHOOLS DIVISION SUPERINTENDENT	



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Enclosure No. 8 to Division Order No. ____, s. 2025

Source: DepEd Order No. 29 s. 2022

MONITORING AND EVALUATION PLAN													
Title: Section:													
	Objective Statement	Indicators	Description of Indicators	Data collection method/ Data source	Responsible Office in data collection	Schedule/ Frequency of data collection	User(s) and sample of data collected	Data analysis to be used	Responsible office for data analysis	Frequency of data analysis	Audience/ Users	Communication/ Reporting Strategy	Frequency/ Schedule of reporting
Goal													
Outcome													
OUTPUT 1													
Activity 1													
Activity 2													
Activity 3													
OUTPUT 2													
Activity 1													
OUTPUT 3													
Activity 1													
Activity 2													
Activity 3													
Prepared by: _____ Reviewed by: _____ Recommending Approval: _____ Approved: _____													
PROPOSER _____ INNOVATION PROJECT COMMITTEE _____ ASSISTANT SCHOOLS DIVISION SUPERINTENDENT _____ SCHOOLS DIVISION SUPERINTENDENT _____													



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Office of the Schools Division Superintendent

Enclosure No. 9 to Division Order No. ____, s. 2025

INCOME GENERATING PROJECT TERMINAL REPORT

A. PROJECT INFORMATION

Project Title :
Proponent/s & Position :
Project Location :
Project Duration :
Number of Recipient :
Project Cost :
Source of Funding :

B. BACKGROUND/RATIONALE

(Present the issue or situation and the significance of the project)

C. OBJECTIVES/OUTPUTS/OUTCOME

(General and specific)

D. METHODOLOGY

(Describe the project and how it will be implemented)

E. MECHANICS AND IMPLEMENTATION

(Pre, During and Post)

F. EXPECTED OUTPUT/OUTCOME

(Enumerate the tangible and intangible deliverables or production capacity and expected outputs or projected summary of Gross Sale of Products)

G. WORKPLAN OF ACTIVITIES

(It can be presented in table form. These include major activities, persons responsible, time frame or duration (may be divided by quarter and be presented in Gantt chart)

H. BUDGETARY REQUIREMENTS

(Present the project cost and source of funds)

I. PROJECT OPERATIONAL PLAN

(Provide the following)

a. **MARKET**

Production Description

Target Market

Price and Pricing

Terms of Sale

Projected Sale Volume

b. **TECHNICAL**

Project Location

Production capacity and expected output

Technical Production Processes

c. **ORGANIZATIONAL AND MANAGEMENT STRUCTURE**

d. **FINANCIAL**

Capital Requirement

Source of Funds

Investment Cost

Projected Income Statement



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J. MONITORING AND EVALUATION

(Prepare an IGP Proposal Review and Evaluation Checklist to be used by the evaluators for the validation)

K. SHARING OF INCOME

(Present Learners involved (60%) and School Share (40%))

L. RESULTS AND EVALUATION

(Present the result and evaluation on the conduct of the project)

M. CONCLUSION

(Explain the potential of the project and its feasibility and sustainability)

N. PHOTO DOCUMENTATION

(Captured pictures with caption)

Prepared by:

Proponent

Income Generating Project Review Committee

Reviewed by:

School Head

SDO-Accountant

SEPS-SOC MOB

EPS-SGOD

Chief, SGOD

Recommending Approval:

Approved:

Assistant Schools Division Superintendent

Schools Division Superintendent

O. APPENDICES

(Attach other related documents relative to the project)



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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent
Enclosure No. 10 to Division Order No. ____, s. 2025

INCOME GENERATING PROJECT TERMINAL REPORT EVALUATION CRITERIA

CRITERIA	Passed	Failed	Comments/Suggestions
Rationale: a. School situations, issues, and problems are clearly described or presented. b. The importance of the project is clearly stated.			
Objectives: a. General objectives address the problem. b. Specific objectives are SMART.			
Description of the Project: a. The IGP purpose is clearly stated. b. Implementation and production techniques are well-defined. c. Strictly observed no disruption of classes during the implementation. d. The project promotes positive values among learners. e. How the project will be done is described.			
Project Implementation: a. Briefly described the strategies used in the implementation of the workplan			
Monitoring and Evaluation: a. Monitoring and evaluation implementation scheme			
Result and Evaluation: a. Data gathering b. Results and analysis c. Observation and lesson learned d. MOVs of the project (photos, attendance, sales invoice, passbook, etc)			
Sharing of Income: a. Income sharing specified and provided.			
Sustainability: a. The action plan was provided to sustain the project.			
Conclusion and Recommendation			

Evaluated by: _____

Remarks (Passed or Failed): _____



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SCHOOLS DIVISION OF VIGAN CITY

Enclosure 11 to Division Order No. ____, s. 2025

APPROVAL SHEET
FINAL PAPER/TERMINAL REPORT

This Final Paper(Terminal Report) for the Income Generating Project titled_____ SY_____ which was conducted by_____ from_____ to_____ is being forwarded in the Office of the Schools Division Superintendent for approval.

Approved:

Schools Division Superintendent



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Office of the Schools Division Superintendent

Enclosure No. 12 to Division Order No. ____, s. 2025

INCOME GENERATING PROJECT PROCESS FLOW

Activity	Person Responsible	Person to Interface with
1. Prepares IGP Proposal	Proponent	
2. Submits IGP Proposal to School Head	Proponent	School Head
3. Reviews IGP Proposal	School Head	
4. Submits IGP Proposal to the Division Office through the Records Section	School Head	Record Officer
5. Evaluates the proposal using checklist, provides technical assistance to the proponent if any. If the proposal fails to pass the evaluation, it shall be returned to the proponent for modification.	Review Committee	Proponent
6. Forwards the IGP Proposal that passed the evaluation to the Office of the ASDS for further evaluation.	Review Committee	ASDS
7. Reviews and recommends proposals for approval	ASDS	SDS
8. Reviews and approves the IGP Proposals and forwards approved proposals to the Records Section	SDS	Proponent
9. Releases Approved IGP Proposal	Record Officer	Proponent
10. Implements Approved Proposal and communicates with the concerned EPS or SEPS for technical assistance and reporting purposes	Proponent	EPS/SEPS
11. Monitors implementation of IP	EPS/SEPS	Proponent



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using their monitoring tool for PAPs and provides necessary technical assistance		
12. Prepares Terminal Report and seeks Certification of the School Head for Teacher-Proponent and Chief Education Supervisor-Proponent	Proponent	School Head/CES
13. Certifies the utilization of the IGP	Review Committee	
14. Reviews and recommends the Terminal Report for approval	ASDS	SDS
15. Verifies and approves Terminal Report and forwards the approved TR to the Records Section	SDS	Records Officer
16. Releases Approved IGP Terminal Report to the Proponent	Records Officer	Proponent



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REGION I
SCHOOLS DIVISION OF VIGAN CITY

Enclosure No. 13 to Division Order No. _____, s. 2025

OMNIBUS DECLARATION OF ANTI-PLAGIARISM

I/We, _____, hereby declare and affirm the following:

1. I/We fully understand that plagiarism is the act of taking and using another's ideas or works and passing them off as my/our own. This includes the explicit copying of entire works or portions thereof without proper acknowledgment and referencing.
2. I/We attest to the originality of the submitted income generating project proposal and affirm that all references used have been properly cited. I/We further commit that all deliverables and the final report arising from this proposal shall consist of original content. Any use of ideas or materials from external sources shall be appropriately cited.
3. I/We understand that any violation of this declaration and commitment shall be subject to the appropriate actions and consequences as determined by the Department of Education.

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath



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Enclosure 14 to Division Order No._____, s. 2025

OMNIBUS DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

I/We, _____, hereby declare and affirm the following:

1. I/We understand that a conflict of interest refers to situations where financial or other personal considerations may compromise my/our judgment in the evaluation, conduct, or reporting of income-generating project.
2. I/We declare that I/we do not have any personal conflict of interest that may affect the application and submission of my/our income-generating project proposal. I/we acknowledge that my/our proposal may be subject to return if any conflict of interest is discovered during the initial screening.
3. Furthermore, I/we commit to immediately report any form of conflict of interest (whether potential or actual) that may inadvertently arise during the course of my/our project to the Income Generating Project Review Committee for appropriate action.
4. I/We understand that I/we may be held accountable by the Department of Education for any conflict of interest that I/we knowingly fail to disclose.

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath



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