



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

Office of the Schools Division Superintendent

DIVISION ORDER

NO. 2, s. 2025

GUIDELINES ON THE CONDUCT OF INNOVATION PROJECTS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Section and Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Section V of the Republic Act No. 10533, also known as the "Enhanced Basic Education Act of 2013 and DepEd Order No. 21, s. 2019, or the "Policy Guidelines on the K to 12 Basic Education Program," both provide that *"the curriculum shall be flexible enough to enable and allow schools to localize, indigenize, and enhance the same based on their respective educational and social contexts."*
2. Further, Section 3 of the Republic Act No. 9155 or the "Governance of Basic Education Act of 2001," emphasizes the strengthening of School-Based Management (SBM) that *"all teaching and non-teaching personnel are encouraged to create and innovate school-based initiated projects geared towards the improvement of the teaching and learning process and school governance."*
3. In addition, one of the key initiatives of the MATATAG Agenda emphasizes the giving of support to teachers to teach better and make the curriculum relevant to produce job-ready, active and responsible citizens.
4. In view of these policies, this Office issues the attached guidelines on the conduct of innovation projects.
5. Immediate dissemination of this order is directed.

Encl.: As stated

References: Republic Act No. 10533
Republic Act No. 9155
DepEd Order No. 21, s. 2019

To be indicated in the Perpetual Index under the following subjects:

Basic Education Policy Innovation Schools
Administrative Curriculum Governance

Aff/2024/planning&research



Dr.
VILMA D. EDA, CESO V
Schools Division Superintendent

SDO VIGAN CITY GUIDELINES IN THE CONDUCT OF INNOVATION PROJECTS

I. RATIONALE

In an era marked by rapid technological advancements and shifting societal needs, the Department of Education (DepEd) Vigan City recognizes the crucial role of innovation in driving educational progress and improvement. To remain competitive and responsive to both global trends and local challenges, there is an urgent need to cultivate a culture of innovation within our schools and offices. The Guidelines for Innovation Projects have been established to provide a structured framework for the conceptualization, implementation, and evaluation of innovation initiatives across three key areas: Curriculum, Governance, and Administrative Services.

Curriculum Innovation is vital in preparing students for a rapidly changing world. By exploring new approaches to teaching, learning, and assessment, we can enhance student engagement and support their academic and personal development. Governance Innovation is equally important, as it aims to improve leadership and management practices within schools and the Schools Division Office (SDO). Effective governance ensures that educational policies are implemented with transparency, accountability, and inclusivity, thereby raising the overall quality of education in Vigan City. Administrative Services Innovation, on the other hand, focuses on optimizing the efficiency of administrative processes that support educational delivery. Streamlined operations reduce inefficiencies, enabling better allocation of resources towards teaching and learning activities.

The need for these guidelines arises from the imperative to continuously improve educational outcomes in Vigan City, ensuring that all students receive a high-quality education that prepares them for future challenges. By fostering and supporting innovation at all levels, DepEd Vigan City aims to create a more dynamic, responsive, and forward-thinking educational system that meets the needs of all stakeholders. These guidelines are not merely a directive but a call to action for educators, administrators, and stakeholders to collaborate in transforming ideas into impactful innovations that will shape the future of education in Vigan City.

II. LEGAL BASIS

The Philippine Innovation Act (RA 11293) establishes the state's commitment to promoting innovation as a key factor for national development and sustainable economic growth. Under this law, education is highlighted as a priority sector for driving innovation across various government policies. A "whole of government" approach is mandated, requiring agencies like the Department of Education (DepEd) to develop policies, strategies, and mechanisms to encourage innovation and public engagement.

In line with this, the Governance of Basic Education Act of 2001 (RA 9155) instructs DepEd to create mechanisms and guidelines that continuously enhance the quality of basic education. Section 3(f) of the law emphasizes the importance of local projects that improve schools and learning centers, while Section 7 E (6) highlights the need for innovative teaching methods to boost learning outcomes.

DepEd Order No. 24, s. 2022, lays out the Basic Education Development Plan (BEDP) 2030, which serves as the Department's long-term framework for the next decade. This policy requires all DepEd's Offices and units to align plans, programs and projects by BEDP 2030. The plan is forward-looking, aiming to anticipate future subjects, the development of interdisciplinary approaches, the use of technology in teaching and learning, and the introduction of new assessment methods. The goal is to improve student engagement, understanding, and overall academic performance.

III. SCOPE

This issuance covers the implementation of Innovation Projects within the Schools Division of Vigan City (school-based and Division Office proposals) across three primary areas: Curriculum, Governance, and Administrative Services. The guidelines outlined in this issuance are applicable to the SDO functional divisions; Office of the Schools Division Superintendent (OSDS), Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD) and all public elementary and secondary schools within the division. The Innovation Projects aim to enhance the quality of education, improve governance practices, and streamline administrative processes to ensure effective and efficient delivery of educational services.

IV. DEFINITION OF TERMS

1. **Innovation Projects:** Initiatives that introduce new ideas, methodologies or technologies aimed at improving educational outcomes, governance practices or administrative processes within the DepEd System.
 - a. **Curriculum Innovation Projects:** Initiatives designed to enhance the educational content, teaching methodologies, and learning experiences provided to learners. These projects may include the integration of new subjects, the development of interdisciplinary approaches, the use of technology in teaching and learning, and the introduction of novel assessment methods. The goal is to improve student engagement, understanding, and overall academic performance.
 - b. **Governance Innovation Projects:** Initiatives aimed at improving the governance level in strengthening Schools and Learning Centers' capacity to create a conducive environment for the teaching-learning process to take place, provide for the holistic development of learners, and ensure their readiness to learn through timely planning, mobilization, and equitable distribution of sufficient resources, development of the human resource, provision of technical assistance and building of strong partnership with stakeholders for increased support and resources for the effective and efficient implementation of sustainable programs, projects and services towards increasing access and enhancing the delivery of quality basic education.
 - c. **Administrative Services Innovation Projects:** Initiatives focused on optimizing the administrative functions and operations within the DepEd system. These projects may include the automation of

administrative processes, the implementation of efficient resource management systems, the improvement of personnel management practices, and the enhancement of communication and coordination mechanisms. The objective is to create a more efficient and responsive administrative support system for schools and learning centers and stakeholders.

2. **Educational Outcomes:** The measurable learning achievements of students, including academic performance, skills development, and personal growth.
3. **Effective Governance Practices:** Strategies and actions that ensure transparency, accountability, and efficiency in the management of educational institutions and offices.
4. **Streamlined Administrative Processes:** Optimized and simplified procedures that enhance the efficiency and effectiveness of administrative operations within the DepEd system.
5. **Innovation Proposal** refers to the document that provides the details of a proposed innovation project.
6. **Completed Innovation Project Report** refers to the document that provides the details of the implementation and accomplishment/s of the innovation project.
7. **Lead Proponent** refers to the individual who will directly coordinate with the secretariat on the administrative matters of the innovation.
8. **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.
9. **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.
10. **Product Innovation** refers to the introduction of a good or service that is new or significantly improved its features, application characteristics, or intended use.

V. BASIC POLICIES

A. Specific Guidelines for Conducting the Innovation Project (IP)

1. The project must align with DepEd's priorities and support its Vision and Mission. Potential sources of innovations are results of research conducted, Priority Improvement Areas based on REDP, DEDP, SIP and evidence of urgency to modify or enrich an existing process (Problem Tree, SWOT, Risk Assessment).
2. The types of innovations that may be proposed: **Product** and **Process** Innovations.
3. A maximum of three (3) members are allowed for group proposals. The lead proponent must be identified to liaise with the secretariat for administrative matters. The roles of the other members must be specified in the proposal.
4. The gap/s that the innovation project proposal aims to address must be explicitly discussed in the rationale.

5. Proponent/s shall observe the highest ethical standards in the entire cycle of the project.
6. The period of implementation must be stated in the proposal. Thus, the duration of its implementation shall depend on the method and work plan which shall be reviewed by the Innovation Project Committee (IPC).
7. No project can proceed without approval from the Schools Division Superintendent.
8. If the innovation project involves minors as participants, consent and assent letters should be provided to the parents and/or guardians (**Enclosure 16**).
9. If the project involves infrastructure, a layout or design must be included.
10. For completed projects like IMs or SIMS, proponents are encouraged to submit their work to the LR for further quality review.
11. The innovation must not interfere with the regular operation of schools or offices, especially academic activities.
12. Innovation Project Proposals must include the following:
 - a. Signed endorsement from the head of the school, division/unit or section (**Enclosure 2**)
 - b. Innovation Project Proposal Template (**Enclosure 3**)
 - c. Declaration of Anti-Plagiarism and Absence of Conflict of Interest (**Enclosures 4-5**)

B. Composition of the Innovation Project Committee (IPC)

Republic Act No. 9155 or the Governance of Basic Education Act of 2001, supports the establishment of committees that enhance division and school-based governance initiatives, empowering the formation of specific committees dedicated to advancing educational quality, including innovation projects. In alignment with this mandate, the Schools Division Office (SDO) of Vigan City is establishing the **Innovation Project Committee (IPC)** to oversee and guide innovation projects. The IPC will lead the acceptance and evaluation of innovation project proposals to ensure alignment with strategic goals and quality standards. The composition of the IPC is as follows:

Chair:	Assistant Schools Division Superintendent (ASDS)
Co-Chairs:	Chief, School Governance and Operations Division Chief, Curriculum Implementation Division
Adviser:	Schools Division Superintendent (SDS)
Members:	Administrative Officer V Division Accountant 1 Representative from the CID 1 Representative from the SGOD 1 Representative from the OSDS Division NEU President or Representative Division PESPA President or Representative Division Teachers' Association President or Representative
Secretariat:	1 Representative from the SGOD (Lead) 1 Representative from the CID 1 Representative from the OSDS

C. Roles and Responsibilities

The Innovation Project Committee (IPC) will assume the responsibilities in overseeing the management of the innovation projects within the school's division level. The IPC shall have the following roles and responsibilities:

1. Conduct en banc evaluation of all submitted innovation project proposals to ensure they align with DepEd Vigan City's strategic goals and priorities in particular as to the DepEd's vision, mission, goals and objectives in general.
2. Provide constructive feedback and recommendations to proponents for the improvement of their proposals, ensuring they meet the required standards and address any identified gaps.
3. Recommend approval of innovation project proposals that meet the criteria, allowing them to proceed to the implementation phase.
4. Coordinate with project proponents and relevant stakeholders to facilitate the smooth implementation of approved innovation projects, providing support and guidance as needed.
5. Oversee the monitoring and evaluation process of ongoing projects, ensuring that they are on track and that any issues are addressed promptly.
6. Recommend technical support to be provided to innovative project implementation within the division.
7. Conduct a final evaluation of completed projects using the Checklist for Completed Innovation, assessing their success, impact, and alignment with original objectives.
8. Facilitate the presentation and dissemination of completed innovation projects to the wider school division, promoting successful initiatives and encouraging replication through innovations forum.
9. Regularly review and update the guidelines for innovation projects to reflect evolving needs, best practices, and feedback from previous projects.

Additionally, 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 innovation 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 innovation projects to stakeholders.
6. Provide regular reports/ feedback to top management on the status of innovation projects in the division.

D. Process Flow on the Submission, Approval, Implementation, Completion Certification and Recordskeeping of Innovation Projects

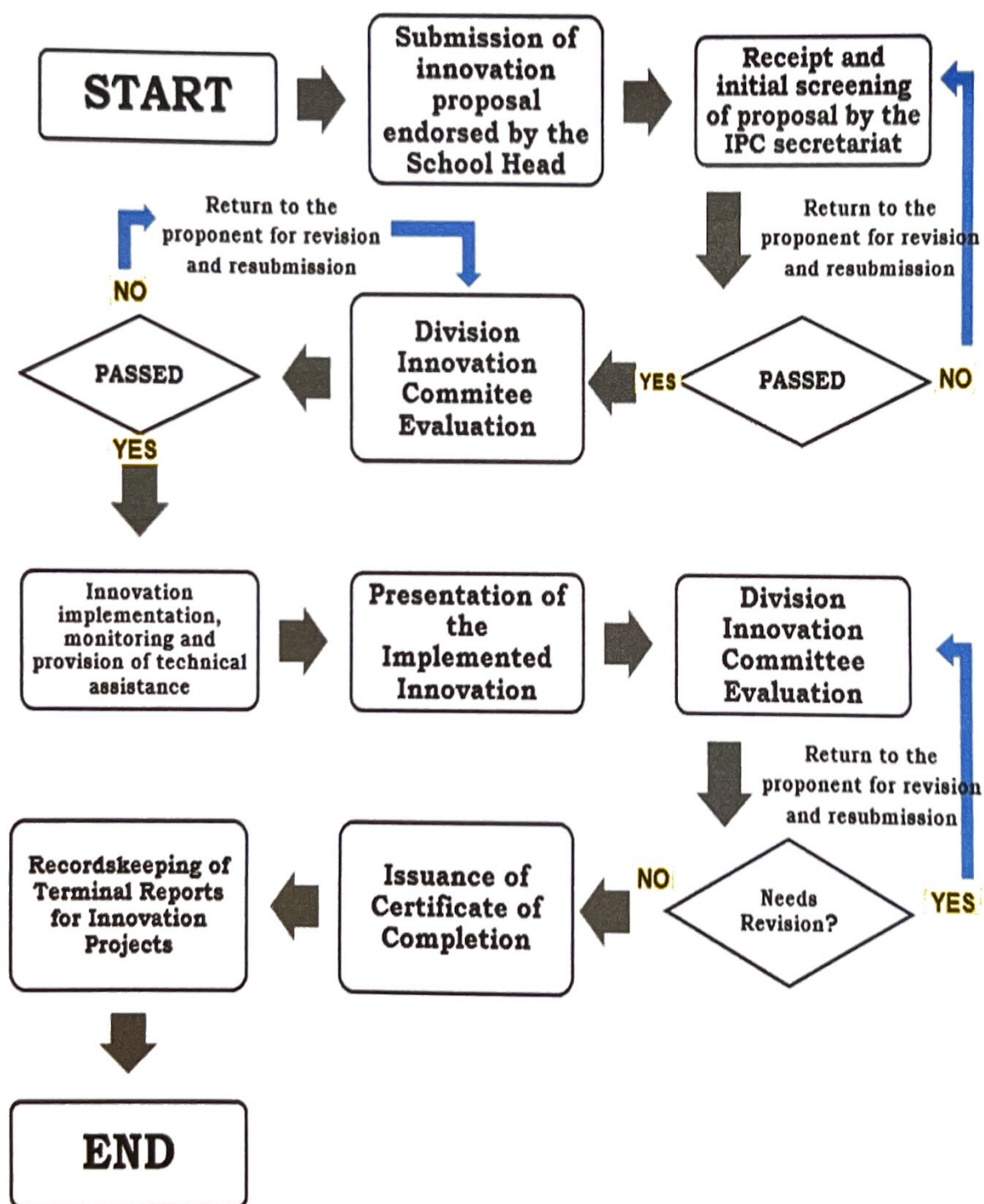


Figure 1: Innovation Project Process Flowchart

E. Procedures

Below are the steps in the conduct of innovation projects:

1. The proponent shall develop and prepare his/her proposal by identifying an area of improvement in terms of curriculum delivery, governance, or administrative services within the school or division that aligns with DepEd's strategic goals. 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. The School Head shall endorse the innovation proposal (**Enclosure 1**) with attached Implementation and M&E Plan (**Enclosures 17-18**) using the BEMEF Template per DepEd Order No. 29, s. 2022, addressed to the Schools Division Superintendent through the Innovation Project Committee (IPC).
3. The submitted innovation proposals shall undergo initial screening by the IPC secretariat using a checklist (**Enclosure 6**), review, validation and approval of the IPC subject to the requirements and set criteria.
4. If the proposal passed the requirements in the initial screening, it shall immediately undergo committee evaluation (**Enclosure 7**). The proposal shall at least get **75 points** to be recommended for approval. Otherwise, it shall be endorsed (**Enclosure 8**) to the proponent for revision and resubmission.
5. Approved innovation proposal shall be immediately implemented upon receipt of the endorsement (**Enclosure 9**), signed by the Schools Division Superintendent. If the proposal did not meet the criteria, the proposal shall be returned again for revision and resubmission. The IPC may provide technical assistance and monitoring during the implementation of this innovation using a monitoring tool (**Enclosure 10**).
6. The results of the implemented innovation or terminal report (**Enclosure 11**) shall be presented to the IPC for review and evaluation. The IPC, if any, may provide recommendations for revisions and refinement of the write-ups.
7. Upon completion of the innovation project, it shall undergo an evaluation on the outcomes and impact of the innovation project (**Enclosures 12-13**) following the awarding of Certificate of Completion/Utilization to the proponent/s (**Enclosure 14**) signed by the Schools Division Superintendent through the recommendation of the IPC.
8. The IPC Secretariat shall be responsible for maintaining records of all terminal reports for innovation projects. These records will be securely stored in a designated area or in the SDO library for safekeeping, ensuring accessibility for reference and adoption by all division personnel.

F. Presentation, Evaluation and Submission of Completed Innovation Project

Upon completion, project implementers will present their outcomes to the Innovation Project Committee. The committee will evaluate the completed projects using the Checklist for Completed Innovation Project (Enclosure 3) to assess the success and potential for scaling. Final reports, including lessons learned and

recommendations, will be submitted by the IPC to the Schools Division Superintendent within three (3) working days after deliberation.

G. Crediting of Innovation as an Outstanding Accomplishment

1. The Personnel Selection Board (PSB) will recognize an innovation 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 innovation must be directly related to the applicant's Key Result Areas (KRA) in their current or previous position.
2. The PSB will review documentations and Means of Verification (MOVs) based on the hiring guidelines (DepEd Order No. 007, s. 2023) to confirm that the innovation led to positive workplace results. Required documents include:
 - a. Innovation project proposal duly approved by the Schools Division Superintendent/Head of Office.
 - b. Accomplishment/Terminal Report verified by the Schools Division Superintendent/Head of Office.
 - c. Certification of the utilization of the innovation within the school/office duly signed by the Schools Division Superintendent/Head of Office (**Enclosure 14**).
 - d. Certification of adoption of the innovation by another school/office duly signed by the Schools Division Superintendent/Head of Office (**Enclosure 15**).
 - e. Other MOVs like pictorials and other relevant documents.
3. For promotion purposes, only innovations introduced since the applicant's last promotion will be considered for points.
4. In the case of collaborative innovation projects, points will be divided among the proponents/authors.

VI. MONITORING AND EVALUATION

The Innovation Project Committee and the SGOD M&E will regularly monitor the progress of ongoing projects through the assistance of the School M&E Team using the Progress Monitoring Tool (**Enclosure 10**). Evaluation will be based on the project's adherence to the approved Implementation and M&E Plan per DepEd Order No. 29, s. 2022 titled "*Adoption of Basic Education Monitoring and Evaluation Framework*". Feedback will be provided to project implementers and top management to guide continuous improvement and provision of technical assistance.

VII. REFERENCES

- DepEd Order No. 16, s. 2017 "Research Management Guidelines"
- DepEd Order No. 21, s. 2019, "Policy Guidelines on the K to 12 Basic Education Program"
- 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"

- DepEd Order No. 7, s. 2023, "Guidelines on Recruitment, Selection and Appointment in the Department of Education"
- Regional Memorandum No. 408, s. 2023, "Implementation Guidelines on Innovation Management", DepEd Region III Central Luzon
- Republic Act No. 9155, "Governance of Basic Education Act of 2001"
- Republic Act No. 10533, "Enhanced Basic Education Act of 2013"
- Republic Act No. 11293, "Philippine Innovation Act"

TITLE PAGE



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

COMMUNITY-BASED PROJECT PROPOSAL

(Project Title)

A Community-Based Project Proposal
Presented to the Division Community-Based Project
Review and Evaluation Committee
Schools Division of Vigan City

Name of Proponent/s

Position/Designation
School

Date of Submission



📍 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
☎ (077) 722-20-23 / (077) 632-05-33
✉ vigan.city@depd.gov.ph
🌐 www.depdivigancity.com



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

Enclosure 2-page1 to Division Order No. ____, s. 2024

**INNOVATION PROJECT PROPOSAL APPLICATION FORM AND ENDORSEMENT
OF IMMEDIATE SUPERVISOR**

A. Innovation Project Proposal Information

Innovation Project (IP) Title:	
Short Description of the IP:	
Area of Innovation: <input type="checkbox"/> Administrative <input type="checkbox"/> Curriculum <input type="checkbox"/> Governance	Type of Innovation: <input type="checkbox"/> Product <input type="checkbox"/> Process
Fund Source/s and Total Project Cost:	
Project Duration:	

B. Proponent/s Information

1. Lead/Individual Proponent's Information

Full Name:	
Position/Designation:	
Highest Educational Attainment:	
School/Office:	
Contact Number:	
DepEd Email Address:	
Signature:	

2. Proponent 2 Information

Full Name:	
Position/Designation:	
Highest Educational Attainment:	
School/Office:	
Contact Number:	
DepEd Email Address:	
Signature:	

3. Proponent 3 Information

Full Name:	
Position/Designation:	
Highest Educational Attainment:	
School/Office:	
Contact Number:	
DepEd Email Address:	
Signature:	

IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached innovation project proposal. I certify that the proponent/s has/have the capacity to implement an innovative project without compromising his/her office functions.

Name and Signature of Immediate Supervisor
Position/Designation: _____
Date: _____

Name and Signature of Immediate Supervisor
Position/Designation: _____
Date: _____

Name and Signature of Immediate Supervisor
Position/Designation: _____
Date: _____



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

Enclosure 3-page1 to Division Order No. ____, s. 2024

DIVISION FORMAT FOR INNOVATION PROJECT PROPOSAL

I. GENERAL INFORMATION (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.)	
Project Title	
Implementing Unit	(Indicate the Functional Division/Unit/Section/Office/School)
Lead Proponent	Name: Title/Position: Email Address: Contact Number:
Proponent 2	Name: Title/Position: Email Address: Contact Number:
Proponent 3	Name: Title/Position: Email Address: Contact Number:
Area of Innovation	(Indicate if Administrative, Curriculum or Governance)
Type of Innovation	(Indicate if Product or Process)
Sources of Funds and Estimated Total Project Cost	
Project Duration	
II. RATIONALE This part provides justification for the project, explaining why it is necessary and important. This section should: <ul style="list-style-type: none">• Identify the problem or need that the project aims to address.• Provide background information on the context or situation that led to the project's proposal.• Explain how the project aligns with the strategic goals and priorities of DepEd Vigan City.	
III. DESCRIPTION OF THE INNOVATION Provide information on the following: <ul style="list-style-type: none">• Description of the innovation (Describe the uniqueness of the innovation-how is it different from existing practices. Describe the technology or resources utilized, if applicable.)• Goals and Objectives• Expected Outcome/Output	

	<ul style="list-style-type: none"> ✓ Quantitative Outcomes: Measurable results, such as improved test scores, increased participation rates, or number of trainings conducted. ✓ Qualitative Outcomes: Improvements in attitudes, behaviors, or processes, such as enhanced teacher engagement or better student collaboration. • Logical Framework (<i>Lay out the overview process, inputs, activities, outcome/output</i>) 												
IV.	SCOPE AND LIMITATION This part defines the boundaries of the project, including: <ul style="list-style-type: none"> • Target Participants/Beneficiaries: The students, teachers, or other stakeholders who will be involved or impacted. • Geographic Coverage: The schools or areas where the project will be implemented. • Duration: The time frame during which the project will take place. 												
V.	METHODOLOGY This section outlines the approach and processes that will be used to implement the project: <ol style="list-style-type: none"> 1. Method/Design: <ul style="list-style-type: none"> • Strategies: The methods or techniques that will be used, such as workshops, training sessions, or the use of specific tools or technology. • Risk Management: 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. 2. Implementation Plan- use BEMEF Template per DepEd Order 29, s. 2022 (<i>See Enclosure 17</i>) 3. Monitoring and Evaluation Plan- use BEMEF Template per DepEd Order 29, s. 2022 (<i>See Enclosure 18</i>) 4. Exit Plan (<i>How the project will be brought to close and the sustainability, scalability and replicability of its benefits</i>) <table border="1" style="width: 100%;"> <thead> <tr> <th>Plan/Method</th><th>Action Steps</th><th>Timeline</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Plan/Method	Action Steps	Timeline									
Plan/Method	Action Steps	Timeline											
VI.	REFERENCES (<i>Use APA 7th Edition</i>)												
VII.	APPENDICES (<i>Figures, tables, maps, photographs, raw data, interview questions, sample questionnaires, etc.</i>)												



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

Enclosure 4 to Division Order No. ____, s. 2024

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 innovation 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



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

Enclosure 5 to Division Order No. ____, s. 2024

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 innovation 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 innovation 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 innovation project to the Innovation Project 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



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

Enclosure 6 to Division Order No. ____, s. 2024

INITIAL SCREENING CHECKLIST FOR INNOVATION PROJECT PROPOSAL

Project Title:		
Proponent/Position:		
School:		
ELIGIBILITY REQUIREMENTS		Complied?
		YES NO
A. Proponent/s		
<i>The proponent/s...</i>		
1. Is/are regular/permanent teaching or non-teaching personnel of SDO Vigan City		
2. Has/Have no pending administrative case/s		
3. Has/Have a maximum of three (3) proponents for group proposals		
B. Content		
<i>The proposal...</i>		
1. Is based on the Division innovation guidelines.		
2. Conforms with ethical standards.		
3. Cost estimates are within existing accounting and auditing rules and regulations.		
C. Attachments		
1. Duly signed and accomplished Application Form and Endorsement of School Head of the proponent/s		
2. Innovation Project Proposal		
3. Implementation Plan (Enclosure 17)		
4. Anti-Plagiarism and Absence of Conflict-of-Interest Declaration signed by the proponent/s		
D. Template		
I. General Information		
II. Rationale		
III. Description of the Innovation		
A. Description		
B. Goals/Objectives		
C. Expected Outcome		
IV. Scope and Limitation		
V. Methodology		
A. Method/Design		
B. Work and Budget Plan		
C. Monitoring and Evaluation (Attach Monitoring and Evaluation Plan- Enclosure 18)		
D. Exit Plan		
VI. References		
VII. Appendices		

Remarks:

- ☐ To be returned
☐ Proceed for IPC Evaluation

Evaluated by: _____

IPC Secretariat



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

Enclosure 7-page1 to Division Order No. ____, s. 2024

APPRAISAL SHEET FOR INNOVATION PROJECT PROPOSAL (IPP)

Criterion	Points/Rubrics				Score
Rationale for the IPP (30 points)	Not Provided (No point)	Presents a general description of the need for innovation. (1-10 points)	Reason for innovation is indicated specifically but discussed comprehensively (11-20 points)	Nature and extent of the proposed innovation are comprehensively discussed. Priority improvement area is clearly identified. Root cause analysis/ research findings/ recommendation or need assessment is indicated to support the need for innovation. (21-30 points)	
Alignment of the Proposed Innovation to the Rationale (10 points)	Not Evident (No point)	The alignment is less evident. (1-5 points)	The alignment is clearly indicated. (6-10 points)		
Feasibility of the innovation (10 points)	Not feasible (No point)	Scope reflects a limited understanding of feasibility. The proposed project may be too large or too small to complete in the timeframe. (1-3 points)	Includes strategy for developing a timeline and reaching intended beneficiaries. (4-7 points)	Demonstrates consideration of the feasibility and appropriateness of the project. It includes detailed work and budget plans. (8-10 points)	

Enclosure 7-page2 to Division Order No. ____, s. 2024

Potential Impact of Innovation to Improve the Concerned Area (30 points)	Not Clear (No point)	Assessment of the potential impact is poor, too general or does not use any metrics. (1-15 points)	Assessment of potential impact of the innovation uses clear data analysis to assess improvement. The assessment has a clear reference to a baseline. (16-30 points)	
Completeness of Innovation Proposal (20 points)	Lacks eligibility reqmts. (No point)	Significantly incomplete and lacks 2 or more reqmts. (1-3 points)	Misses at most 2 requirements. (7-14 points)	Organized and contains all the requirements. (15-20 points)
Observations/Recommendations/Suggestions:				

Remarks: ☐ To be returned
☐ Recommending for Approval

Evaluated by: _____
Innovation Project Committee



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

Enclosure 10 to Division Order No. ____, s. 2024

SAMPLE PROGRESS MONITORING TOOL FOR INNOVATION PROJECTS

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

Prepared by: _____
IPC/M&E Secretariat

Conforme: _____
Proponent



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

Enclosure 11 to Division Order No. ____, s. 2024

**DIVISION FORMAT FOR COMPLETED INNOVATION PROJECT / TERMINAL
REPORT**

- I. Title Page
- II. Table of Contents
- III. Executive Summary
- IV. Description of the Innovation
- V. General Objective of the Innovation
- VI. Implementation Activities
- VII. Accomplishments, Improvements and Impact (highlight the accomplishments of the innovation in the concerned area as supported by statistical analysis)
- VIII. Financial Report
- IX. Sustainability, Scalability and Replicability Plan
- X. Appendices
 - Approved Innovation Proposal (with complete attachments)
 - Certificate of Utilization
 - Certificate of Adoption, if adopted by other school/office
 - Actual Statistical Data
 - Pictorials
 - Minutes of the Meetings, if any
 - Attendance Sheets, if necessary
 - Other relevant supporting documents



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

Enclosure 12-page1 to Division Order No. ____, s. 2024

END PROJECT OUTCOME AND IMPACT EVALUATION TOOL

Title of Innovation:				
Proponent/s:				
Date of Evaluation:				
A. Innovation Accomplishments				
Phase	Activity	Status		Remarks
		Achieved	Not Achieved	
Pre-Implementation				
Implementation				
Post-implementation				
B. Outcome and Impact Evaluation				
Criteria	Status			
	Fully Evident (FE)	Partially Evident (PE)	Not Evident (NE)	
RELEVANCE Assess whether the innovation project addressed the actual needs or problems of the target group or stakeholders. <ul style="list-style-type: none">Did the project align with the goals and priorities of the SDO Vigan City?Are the objectives of the project still valid given the current context or emerging trends?How well did the project meet the expectations of beneficiaries or participants?				
EFFECTIVENESS The extent to which the innovation project achieved its objectives and produced the intended results. <ul style="list-style-type: none">Did the project meet its goals and deliver the expected outcomes?Were there measurable benefits or improvements resulted from the project?Were there any unintended positive or negative effects on the participants or the community?				

<p>EFFICIENCY Examine how resources (time, money, personnel, materials) were used to achieve the desired outcomes.</p> <ul style="list-style-type: none"> • Was the project delivered within the planned budget and timeline? • Were resources used in the most cost-effective way without compromising quality? • Could the same results have been achieved with fewer resources or more optimized processes? 			
<p>SUSTAINABILITY Evaluates the long-term viability of the innovation project and its continued impact after its completion.</p> <ul style="list-style-type: none"> • Will the benefits or changes brought by the project last over time? • Are there structures or systems in place to support the ongoing use or scaling of the innovation? • Is there commitment from stakeholders to maintain or expand the project's outcomes? 			

Evaluated by: _____
Innovation Project Committee



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

Enclosure 13 to Division Order No. ____, s. 2024

OUTCOME AND IMPACT VALIDATION CERTIFICATION

Certificate of Outcome and Impact Validation of Innovation Project

This is to certify that the innovation project titled _____,
introduced and implemented by _____ (Name/s of Proponent/s) _____, was validated by the
Innovation Project Committee based on the End Project Outcome and Impact Evaluation
Criteria prescribed in the SDO Vigan City Guidelines on Innovation Projects.

Given this _____ at _____.

Schools Division Superintendent



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

Enclosure 14 to Division Order No. ____, s. 2024

SAMPLE CERTIFICATE OF UTILIZATION OF INNOVATION

Certificate of Utilization of Innovation

This is to certify that the innovation project titled _____,
introduced and implemented by _____ (Name/s of Proponent/s) was fully utilized on
_____ (Starting Date) to _____ (Completion Date) at _____ (Division/Unit/Section/School).

Given this _____ at _____.

Schools Division Superintendent



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

Enclosure 15 to Division Order No. ____, s. 2024

SAMPLE CERTIFICATE OF ADOPTION OF INNOVATION PROJECT BY ANOTHER SCHOOL/OFFICE

Certificate of Adoption of Innovation Project

This is to certify that the Innovation project submitted and approved by this Office:

Title of Innovation Project:	
Proponent/s:	
Division/Unit/Section/ School:	

has been adopted and implemented by other personnel from (Division/Unit/Section/School),
on (Inclusive Dates) as attested by the Division/Unit/Section/School Head below.

Issued this _____ at _____ for whatever legal
purpose it may serve.

Schools Division Superintendent



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

Enclosure 16 to Division Order No. ____, s. 2024

SAMPLE PARENT'S CONSENT LETTER FOR MINOR PARTICIPANTS

Parent's Consent Letter

Date: _____

Dear Parent/Guardian:

Greetings!

We are conducting an innovation project titled _____ that aims to _____ on _____ at _____. In line with this, we would like to request your permission for your child to participate. The details of their involvement will be explained to them in a way they can understand, and they will only participate if they choose to do so.

Participation in the project is completely voluntary. Your decision will not affect the services your child receives at school or any benefits they are entitled to. Even if you give permission, your child can choose not to participate or stop at any time without any consequences.

Rest assured, any information gathered will remain confidential and in accordance with the Republic Act 10173 or the "Data Privacy Act of 2012" and will only be shared with your consent or if required by law.

If you have any questions or need more information, please contact me at _____ or email me at _____.

Please keep this letter for your reference, and fill out and return the Reply Slip below.

Sincerely,

Signature over Proponent's Name

Reply Slip

Please indicate whether or not you wish to allow your child to participate in this project by checking on one of the statements below. Put your signature on both copies and keep one for your reference.

_____ I am granting my permission for my child to participate in the innovation project on the specified dates and place specified above.

_____ I **DO NOT** grant permission for my child to participate in the innovation project.

Printed Name of Parent/Guardian: _____

Printed Name of Child: _____

Signature of Parent/Guardian: _____

Date: _____



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

Enclosure 17 to Division Order No. ____, s. 2024
Source: DepEd Order No. 29 s. 2022

IMPLEMENTATION PLAN				
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:		Recommending Approval:		Approved:
PROPOSER		INNOVATION PROJECT COMMITTEE		ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
				SCHOOLS DIVISION SUPERINTENDENT



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

Enclosure 18 to Division Order No. _____, s. 2024
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 use(s) 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