



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

13 Jan 2026

DIVISION MEMORANDUM
SGOD-2026-011

GUIDELINES ON THE CONDUCT OF INNOVATION PROJECTS IN SCHOOLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, Education Program Supervisors
Public Schools District Supervisors, District Principal In-Charge
Schools Heads of Selected School
Other Concerned
This Division

1. Pursuant to Republic Act No. 9155 known as Governance of Basic Education Act of 2021 which states that all teaching and non-teaching personnel are encouraged to create / innovate school-based initiated projects geared towards the improvement of the teaching-learning process and school governance, the School Governance and Operations Division- Planning and Research Section issues this Guidelines on the Conduct of Innovation Projects in Schools.
2. These guidelines aim to establish process flow, proposal and final report submission, evaluation and standard format of innovation and shall be effective immediately and remain enforced and in effect unless sooner repealed, amended or rescinded.
3. Attached are the following enclosures to guide the proponent/s in conducting a project for innovation in school.

Enclosure No. 1: General Guidelines

Enclosure No. 2: Process flow and procedure of the submission, approval, implementation, and certification of innovation project.

Enclosure No. 3: Parts / Formats in writing innovation project proposal.

Enclosure No. 4: Parts / Formats in writing the final paper / completion for innovation project.

Enclosure No. 5: Formatting (font size, font style, margins, etc.)

Enclosure No. 6: Innovation project completion report cover page

4. For inquiries, contact Felipe B. Tuyogon, Jr. at 09229763957.



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5. For your information and guidance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

PROJECTS
RULES AND REGULATIONS

Adriano A. Daligdig/SGOD/MLA – guidelines on the conduct of innovation projects in schools
0036/January 13, 2026



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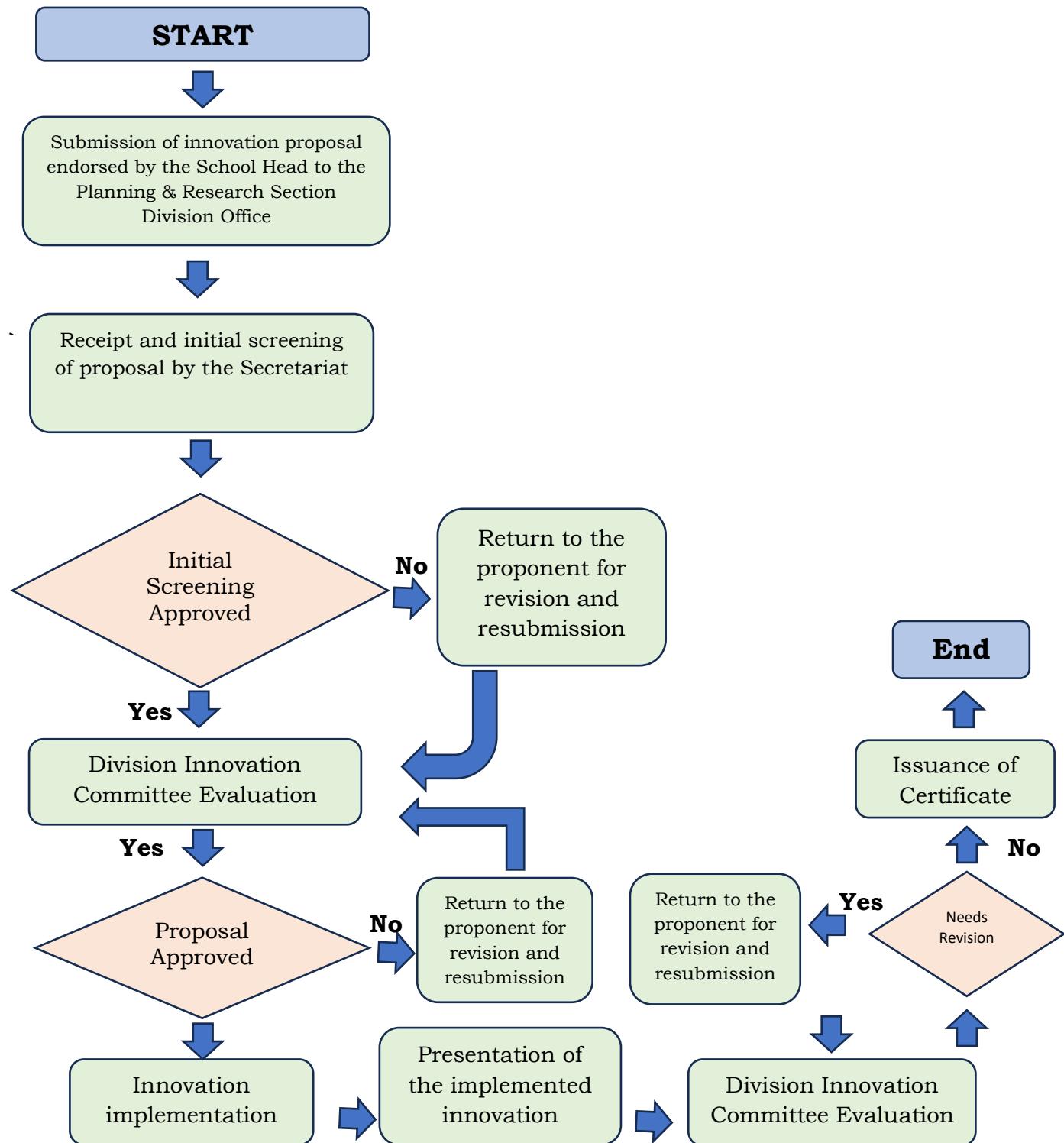
Enclosure No. 1 General Guidelines

1. The proposed project is aligned with DepEd thrusts and contributory to the attainment of the Department's Vision and Mission. Aligned with the School Improvement Plan/ Annual Implementation Plan
2. Teachers, Master Teachers, Head Teachers, Principals, and Non-teaching personnel are allowed to do innovations.
3. The proponent must present the reasons for the project, and what needs or problems he/she wants to solve/address and innovate. He or she
4. The proposed project must be qualified to benefit the learners and other school stakeholders.
5. The proposed project must have a realistic management plan and the resources needed to complete the project within a calendar year.
6. If it is an infrastructure project, the proponent must present or include a layout/ project design in her/his project proposal. Ex: the establishment of solar panel, windmill, e-library.
7. Sources of a fund to sustain the project must be in the form of donations, income generating project (IGP), etc. **It should not be taken from the school MOOE fund.**
8. Solicitation is prohibited. Building Partnership is suggested.
9. The proponent must show proof of donation, MOA, or any evidence of the project's sourcing.
10. When the project is complete, the evaluators will monitor the project again and will issue an evaluation form showing that the project is already finished. The evaluation should be a requisite for the approval of the final report.
11. While the project is ongoing, the project evaluators will come and visit to monitor the status of implementation.
12. If the proponent will use the project proposal as "innovation" for promotion purposes, acceptance of the project depends on the PSB(Personnel Selection Board).
13. The project must have a provision for sustainability and replicability.
14. The project classification would be from Access, Quality, Resiliency and Well-Being and Governance pillars



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Enclosure No. 2 PROCESS FLOW AND PROCEDURE OF THE SUBMISSION, APPROVAL, IMPLEMENTATION, AND CERTIFICATION OF INNOVATION PROJECT.





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Procedure

1. The School Head shall endorse the innovation proposal addressed to the Schools Division Superintendent through Division Research Coordinator (see sample letter request)
2. All proposals for innovations shall be subjected to presentation, review, validation, and approval by the Division Innovation Committee subject to the requirements and set criteria.
3. Approved proposal shall be implemented. The duration of the project shall be a maximum of one (1) school year and minimum of six (6) months starting from the approval of proposal until the completion of the write-up.
4. A group/team innovation project shall consist of three (3) members with identified functions.
5. The proponent shall receive a Certificate of Innovation/Completion/Utilization signed by the SDS through Planning and Research Unit.
6. Issuance of certificate may depend on the scale, impact, and relevance of the innovation.



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SAMPLE LETTER OF REQUEST TO CONDUCT INNOVATION PROJECT

Date:

RUTH L. ESTACIO Ph.D. CESO V
Schools Division Superintendent
Capitol Compd., Alabel, Sarangani Province

Madam:

We are implementing the Innovation Project entitled _____-. This project aims to _____.

To achieve our objectives, we are respectfully requesting Permission to Conduct this Innovation Project at Name of School/ name of Municipality, Sarangani Province

Thank you very much.

Very truly yours,

XXXXXXXXXX

Name of Proponent/s

Noted:

XXXXXXXXXX

School Head for school personnel
District Head for school head
Chief for EPS, PSDS, SDO personnel

Reviewed by:

FELIPE B. TUYOGON, JR.
SEPS- Planning and Research

Approved:

RUTH L. ESTACIO Ph D, CESO V
Schools Division Superintendent



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**Enclosure No. 2 PARTS FORMATS IN WRITING INNOVATION
PROJECT PROPOSAL**

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

I. General Information

List of people who will be involved in the project. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses.

| | |
|---|--|
| PROJECT TITLE | |
| OFFICE / SCHOOL/ DISTRICT | |
| LEAD PROPONENT | Name: (Full name) Title / Position: E-mail Address: Contact Number: |
| MEMBER | Name: (Full name) Title / Position: E-mail Address: Contact Number: |
| MEMBER | Name: (Full name) Title / Position: E-mail Address: Contact Number: |
| TOTAL PROJECT COST & SOURCES | |
| SOURCE OF FUND: | |
| PROJECT DURATION | Date Started: Target Date of Completion: |

II – Summary

A. Present the reason for doing this project and state the objectives of the project.

B. Write concisely and clearly. The proponent must be able to answer the following questions.

- *Why do you want to do this project?*
- *What will you be doing?*
- *How are you going to do it?*
- *Where will it be done?*
- *How long will it take?*
- *How much will it cost?*



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III – Background and Rationale. Explain what needs/problems you are trying to solve, and why these needs/problems are worth solving. You should also provide a brief setting and history behind the project. This section should be no more than a page. Include references to supporting documentation, such as project design or lay-out. This information can be placed in the Index.

IV – Objectives and Outputs. State explicitly what goals the project is aiming to achieve.

V – Methodology. This section details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach.

VI – Cost In this section, you should create a detailed project schedule. Make a list of tasks that will be performed for this project, make sure the list is complete enough and the tasks broken down.



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**Enclosure No. 3. PARTS / FORMATS IN WRITING THE FINAL
PAPER / COMPLETION FOR INNOVATION PROJECT**

Preliminary Part

1. Cover Page
2. Table of Contents
3. Acknowledgement

Parts of the Final Paper

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

I. General Information

List of people who will be involved in the project. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses.

| | |
|---|--|
| PROJECT TITLE | |
| OFFICE / SCHOOL/ DISTRICT | |
| LEAD PROPONENT | Name: (Full name) Title / Position: E-mail Address: Contact Number: |
| MEMBER | Name: (Full name) Title / Position: E-mail Address: Contact Number: |
| MEMBER | Name: (Full name) Title / Position: E-mail Address: Contact Number: |
| TOTAL PROJECT COST & SOURCES | |
| PROJECT DURATION | Date Started: Target Date of Completion: |



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II. Executive Summary

- A. Present the reasons for this project and state the objectives of the project.
- B. Write concisely and clearly. The proponent must be able to answer the following questions.
 - *Why do you want to do this project?*
 - *What will you be doing?*
 - *How are you going to do it?*
 - *Where will it be done?*
 - *How long will it take?*
 - *How much will it cost?*

III. Background and Rationale

Brief Summary

- ✓ Write the background of the study being proposed. The School Improvement Plan and School Report Card are important sources of information.
- ✓ The project must be highly relevant and directly related to the priority school problems and needs identified in the School Improvement Plan.

Issues being addressed.

- What is/are the main causes of the issue?
- This section briefly summarizes the situation within which the problem/opportunity exists. Give the reasons why this project is important to the improvement of the school.
- Cite specific causes of issues based on the results of the problem analysis in the Continues Improvement Process (CIP)
- Cite related issues or school concerns affected by the main issue if ever there is a chain effect.

IV. Objectives and Outputs

A. General Objectives

- What will this project contribute in achieving higher aims of the institution? (i.e., school, division, community learning center)

B. Specific Objectives

- What this project seeks to achieve.
- Objectives must be specific, measurable, attainable, results-oriented and time-bound (within the project time frame)



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V. Methodology

A. Project Description

- State the project outputs (Specific and tangible products from inputs and activities (i.e., learning materials, lesson plans, documented approaches, and strategies, etc.)

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 section.

C. Project Breakdown and Task Time

What are components of the project? Divide into the following:

I. Pre-Implementation Stage:

| Activity | Time Frame | In-Charge | Deliverables |
|----------|------------|-----------|--------------|
| | | | |

II. Implementation Stage:

| Activity | Time Frame | In-Charge | Deliverables |
|----------|------------|-----------|--------------|
| | | | |

III. Post Implementation Stage:

| Activity | Time Frame | In-Charge | Deliverables |
|----------|------------|-----------|--------------|
| | | | |

D. Risk Management:

- Describe the major project risk and delineate the plans to alleviate or control them. Make sure to address the likelihood of occurring as well as its impact on the project and the school.

| Possible Risk | Mitigating Measure |
|---------------|--------------------|
| | |

VI. Cost



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A. Project Cost

- **Provide a detailed (Itemized) Budget**

| Item (Particulars) | Quantity | Unit Price | Total Cost | Fund Source (i.e., MOOE) |
|-----------------------|----------|------------|------------|--------------------------------|
| | | | | |

Note:

If fund sources will come from donation, make sure to provide a proof of donation, MOA, or any evidence of the project to be included in the completion.

VII. Monitoring and Evaluation

- Describe how the process will be evaluated throughout and at the end of the project. This includes the provision.

VIII. Sustainability

- Describe strategies for sustainability.

| | | | |
|---|-------------------|------------------|---------------|
| <i>What will be the next step or best ways forward?</i> | <i>Time Frame</i> | <i>In-charge</i> | <i>Output</i> |
|---|-------------------|------------------|---------------|

IX. Appendices

- Memorandum, letters, and other pertinent documents (letter of Approval) relative to the conduct of the innovation
- Photo documentation of the project
- Memorandum of Agreement (MOA with donors if available)
- Curriculum Vitae of Proponent
- Certificate of Utilization
- Certificate of Adaption, if adjusted by another school/office
- Other significant/relevant supply document



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Enclosure No. 4 FORMATTING / Mechanics (FONT SIZE, FONT STYLE, MARGINS, ETC.)

1. Font style and size – the recommended font style is **BOOKMAN OLD STYLE** with **11** font size. The type of face should be regular. Bold and italics may be used to emphasize words
2. Spacing – observe 1.5 spacing. However, use only one space between words and after every punctuation. Leave two (2) spaces at the end of every sentence before beginning the new one.
3. Indention – Indent all subheadings and first lines of each paragraph to one half inch (0.5").
4. Paper size and margins – use A4 (8.27 x 11.69 inches) and observe one-inch margin on all sides (top, bottom, left, right).
5. Page Numbering – Observe proper page number. The body of the report should begin with number 1 so on and so forth.
6. Heading and Footer. Use of official school header and PAWIM footer in all pages.
7. Annexes. Label each material as Annex A, B, C, D etc.