



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

September 11, 2023

**DIVISION MEMORANDUM**

No. 0359 s. 2023

**PROCESS AND TECHNICAL PAPER PRESENTATION ON THE CONDUCT OF INNOVATION  
RELATED TO CURRICULUM AND IMPLEMENTATION PROGRAMS AND PROJECTS**

To: Dr. Rebecca C. Sagot, CESO VI, Assistant Schools Division Superintendent  
Dr. Eduard C. Amoguis, Chief, Curriculum and Implementation Division  
Dr. Ramel M. Pilo, Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads

This Office informs the Division schools of the process and technical paper presentation on the conduct of Innovation related to Curriculum and Implementation Division programs and projects.

The CID is given the responsibility to conduct proper orientation and training as regards to the process and technical paper presentation.

Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.

Please be guided accordingly.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

Enclosure: As Stated  
CID/ gstd





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September 8, 2023

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent  
Davao del Norte

Dear SDS Mellorida,

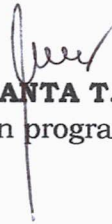
The undersigned respectfully submits to your Office the Technical Paper Preparation on the conduct of Innovation related to the Curriculum and Implementation Division programs or projects.

This proposal is in pursuance to RA No. 9155 known as the Governance of Basic Education Act of 2002, which stipulates the need to create/ innovate school-initiated projects/ programs that geared towards the improvement of the teaching-learning delivery.

Hope this Technical Paper shall provide standards on the preparation and approval of the Innovation programs/ projects.

For your favorable action. Thank you so much sir!

Very truly yours,

  
**GRACE SANTA T. DACLAN**  
Education program Supervisor

Recommending Approval:

  
**DR. EDUARD C. AMOGUIS**  
Chief, CID

Approved:

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent





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**A) PROCEDURE**

1. The proponent shall endorse the innovation proposal addressed to the Schools Division Superintendent. For school heads, the PSDS shall be the recommending officer, while for the school level is the principal.
2. All innovation proposals related to the curriculum shall be subjected to presentation, review, validation, and approval of the CID -Division Team, subject to requirements and set criteria.
3. The proponent shall receive a Certificate of Innovation Completion signed by the Schools Division Superintendent, duly endorsed by the Innovation Team.
4. A group/team innovation project shall consist of the Education Program Supervisors, with the concerned Public Schools District Supervisor of the proponent.
5. Issuance of certificate of Completion shall be done after the submission of the hard copy duly endorsed by the Team and approved by the Schools Division Superintendent.



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**Enclosure 1**

**PARTS OR/FORMAT IN WRITING INNOVATION PROJECT PROPOSAL**

- I. General Information
- II. Summary
- III. Background and Rationale
- IV. Objective and Output
- V. Methodology
- VI. Cost ( when applicable)

**I. General Information**

List the 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.

<b>PROJECT TITLE</b>	
<b>OFFICE/SCHOOL</b>	
<b>LEAD PROPONENT</b>	Name: Contact Number: E-mail Address:
<b>MEMBER</b>	Name: Contact Number: E-mail Address:
<b>MEMBER</b>	Name: Contact Number: E-mail Address:
<b>TOTAL PROJECT COST &amp; SOURCES</b>	
<b>PROJECT DURATION</b>	Start Date: Completion Date:

**II. Summary**

- A. Present the reasons 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:





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- 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/ Rationale**

#### **A. Brief Summary**

- Write the background of the project being proposed. The innovation must be based on the identified areas that need improvement
  
- The project must be highly relevant and directly related to the priority school curriculum problems.
  
- **Issue/s being addressed**
  - What is/are the main cause/s 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 or issues based on the Characterization of Monitoring and Technical Assistance and, and/or results of the problems analysis in the teaching-learning areas.
  - Cite related issues or school concerns affected by main issue if ever there is a chain effect.

### **IV. Objective and Outputs**

#### **A. General Objectives**

- What will this project contribute in achieving higher aims of the institution (i.e., division, school, Community Learning Centers or CLCs)?

#### **B. Specific Objectives**

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



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**C. Outputs**

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

**V. Methodology**

**A. Project Description**

- This pertains to the proposed solution/s 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 section.

**C. Project Breakdown and Task Time**

- What are the components of the project? Divide it 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 each risk's likelihood of occurring as well as its impact on the project and the school.



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Possible Risks	Mitigating Measure

**VI. Cost**

**A. Cost**

- Provide detailed (itemized) budget

Item	Quantity	Unit Price	Cost

**B. Fund Source**

- Provide possible fund source.  
It should not come from the MOOE fund.

\* If fund source will come from donation, make sure to get a proof of donation, MOA, or any evidence of the project's sourcing to be included in the completion report.



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**Enclosure 2**

**PARTS/FORMAT IN WRITING THE FINAL PAPER/COMPLETION REPORT FOR INNOVATION PROJECT**

**A. Preliminary Parts**

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

**B. Parts of Final Paper**

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

**I. Monitoring and Evaluation**

- Describe how progress will be evaluated throughout and at the end of the project. This includes the provision of Quality Assurance, Technical Assistance, monitoring and Evaluation (QATAME) in every phase of the project.

**II. Sustainability**

- Describe Strategies for sustainability.

Next Step	Time Frame	In Charge	Output

**III. Appendices**

- Attach the following:
  - Photo documentation
  - Memorandum, letters and other pertinent documents (letter of approval) relative to the conduct of the innovation
  - Memorandum of Agreement (MOA) with donors)





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**Enclosure 4**

**ON CHARACTER FORMATTING (font size, font style, margins, etc.)**

Consider the following character formatting your Innovation Project.

1. Font – The recommended font style is times New Roman with 12 pt. font size. Typeface should be regular. Bold and italic may be used to emphasize word.
2. Spacing – Observed double spacing. However, use only one space between words and after every punctuation. Leave two spaces at the end of every sentence before beginning a 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 each-inch margin on all sides (top, left, bottom, right).
5. Pagination – Observe proper pagination. The body of the report should begin with number 1 while the preceding pages are counted as pages i, ii, iii etc.
6. Heading – The Title Page and Acknowledgement should all be centered at the top of a new page.
7. Annexes – Label each material as Annex A, B, C, etc.

Team Composition :

Team leader ----- Grace Santa T. Daclan

Members :

Gloria B. Subong  
Evelyn Grace H. Labasan  
Ernie Aguan  
Edgar Manaran  
Exelsis Deo Deloy  
Medos O. Jala  
Liezl S. Josol  
Allen T. Guilaran  
Lourdes A. Navarro

PSDS—District of the proponent

Dr. Eduard C. Amoguis -----Adviser



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Enclosure 5

**INNOVATION PROJECT COMPLETION REPORT**

[INNOVATION PROJECT TITLE]

**A Completed Innovation Project Presented to the  
CID-Division Innovation Committee  
DAVAO DEL NORTE DIVISION**

**NAME  
Position  
School Affiliation**

**Date of Submission**