



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

**Office of the Schools Division
Superintendent**

June 14, 2021

DIVISION MEMORANDUM
No. 186, s. 2021

**GUIDELINES AND FORMAT ON WRITING A PROJECT
PROPOSAL FOR INNOVATION IN SCHOOLS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
All Others Concerned

1. Republic Act No. 9155 known as Governance of Basic Education Act of 2001 provides among others the strengthening of School-Based Management (SBM). By further devolving the governance of education to schools, empowering school heads and non-teaching personnel in expanding community participation and involvement and making the delivery of educational service to the learners more responsive, efficient and effective through an enhanced school planning and improvement that lays down specific interventions through initiated projects in schools.

2. In consonance with the Act, 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.

3. In furtherance of the above policy, attached herewith are the following enclosures for project proposal on innovation in school operations and learning environment, to wit:

- Enclosure No. 1. Approved Division Format of A Project Proposal
- Enclosure No. 2. Approved Division Format of A Project Proposal Completed Report
- Enclosure No. 3. Guidelines on Writing a Project Proposal
- Enclosure No. 4. Guidelines on Conducting Project for Innovation in School
- Enclosure No. 5. What do we mean by Innovation?
- Enclosure No. 6. Approval Sheet and signatories
- Enclosure No. 7. Cover Page

4. Interested project proponents may submit their proposal to Dr. Margarita A. Nierra , Senior Education Program Specialist – HRD.

5. For your information and guidance.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

<SDS/ASDS/OFFICE/SGOD/HRD/MAR CZ



Address: IPHO Bldg., Sudlon, Lahug, Cebu City



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Enclosure 1

**DIVISION FORMAT OF A PROJECT PROPOSAL
FOR INNOVATION IN SCHOOLS**

Name of Proponent: sentence summary of the project scope

Project Title:

Project Time-frame:

I. Project Contacts

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.

II. Project Summary

The goal of this section is to present the reasons for doing this project as well as stating the project's objectives. In this section, in particular, it is essential to write concisely and clearly. Be able to answer the following questions:

- Why are you doing this project?
- What will you be doing?
- How will you be doing it?
- Who will be doing it?
- Where will it be done?
- How long will it take?
- How much will it cost?

III. Project Background

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. Project Objectives

State explicitly what goals the project is aiming to achieve.

V. Project Methodology

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

A. Work Breakdown and Task Time Estimates

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.

B. Project Deliverables

Make a list of the project “deliverables.” (These are the products that will be delivered to the client at the end and throughout the project). Make sure to include a description of the deliverable.

C. Project Risk Management

This section details the significant project risks and delineates 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.

VI. Project Costs

In this section you will need to estimate the overall cost of the project.

A. Project Budget – must be detailed

B. Sources – (source of fund) ***Should not come from the MOOE fund.***



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Enclosure 2

**DIVISION FORMAT OF A COMPLETED PROJECT REPORT
FOR INNOVATION IN SCHOOLS**

Name of Proponent: sentence summary of the project scope

Project Title:

Project Time-frame:

I. Project Contacts

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.

II. Project Summary

The goal of this section is to present the reasons for doing this project as well as stating the project's objectives. In this section, in particular, it is essential to write concisely and clearly. Be able to answer the following questions:

- Why are you doing this project?
- What will you be doing?
- How will you be doing it?
- Who will be doing it?
- Where will it be done?
- How long will it take?
- How much will it cost?

III. Project Background

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. Project Objectives

State explicitly what goals the project is aiming to achieve.

V. Project Methodology

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

A. Work Breakdown and Task Time Estimates

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.

B. Project Deliverables

Make a list of the project “deliverables.” (These are the products that will be delivered to the client at the end and throughout the project). Make sure to include a description of the deliverable.

C. Project Risk Management

This section details the significant project risks and delineates 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.

VI. Project Costs

In this section you will need to estimate the overall cost of the project.

C. Project Budget – must be detailed

D. Sources – (source of fund) ***Should not come from the MOOE fund.***

VII. Monitoring and Evaluation

(Describe how progress will be evaluated throughout and at the end of the project. Formulate clear indicators for objectives and result.)

VIII. Next Steps

Specify the actions required for sustainability of the Project

- Next Step 1
- Next Step 2
- Next Step 3

IX. Appendices

Pictures, Letter/ MOA (Donors) Bill of materials, receipts of deliverables, Letter of Acceptance, Approved evaluation form signed by project evaluators.



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Enclosure 3

**GUIDELINES ON WRITING A PROJECT
FOR INNOVATION IN SCHOOLS**

A **Project Proposal**, often called a “Statement of Work,” is a persuasive document. Its objectives are to:

1. Identify what work is to be done;
2. Explain why this work needs to be done; and
3. Persuade the reader that the proposers (you) are qualified for the work, have a plausible management plan and technical approach, and have the resources needed to complete the task within the stated time and cost constraints.

What makes a good proposal?

- A project Proposal must be qualified to benefit the learners and other stakeholders and has a plausible management plan and the resources needed to complete the task within the stated time and cost estimates.
- One attribute is appearance. A strong proposal has an attractive, professional and inviting appearance. In addition, the information should be easy to access.
- A second attribute is substance. A strong proposal has a well-organized plan of attack. A strong proposal also has technical details because technical depth is needed to sell your project. (<http://www.authorstream.com/-innovation-education/>)

Required Format

ASPECT	DESCRIPTION
For headings	Boldface Serif or sans serif size in accordance with hierarchy
Font for text portion	12 – point serif such as Times New Romans or Book Antigua
Margins layout	Standard, at least 1 inch One column, single-sided
Paragraphing	Indented paragraphs, no line skip between paragraphs in a section
Page number	Bottom centered
Paper	Letter (8.5x11)
Spacing	1.5



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Enclosure 4

**GUIDELINES ON CONDUCTING PROJECT
FOR INNOVATION IN SCHOOLS**

1. The proposed project is aligned with DepEd thrusts and contributory to the attainment of the Department's Vision and Mission.
2. The proponent must present the reasons for the project, and what needs or problems he/she wants to solve/address and innovate.
3. The proposed project must be qualified to benefit the learners and other school stakeholders.
4. The proposed project must have a realistic management plan and the resources needed to complete the project within a calendar year.
5. 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.
6. 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.
7. Solicitation is prohibited.
8. The proponent must show proof of donation, MOA, or any evidence of the project's sourcing.
9. When the project is already 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.
10. While the project is ongoing, the project evaluators will come and visit to monitor the status of implementation.
11. *If the proponent will use the project proposal as "innovation" for promotion purposes, acceptance of the project depends on the PSB (Personnel Selection Board).*
12. The project must have a provision for sustainability and replicability.



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Enclosure 5

WHAT DO WE MEAN BY INNOVATION?

Innovation is the introduction of new ideas, goods, services, and practice which are intended to be useful. (www.Wikipedia.org.)

- It could address gaps on access, quality and relevance and governance or management of education service, such as: increase enrolment/participation rate and reduce drop-out, and failure rates; improve academic performance, and enhance learning environment/improve physical facilities.
- It could be a product of contextualization and indigenization.

Who will innovate?

- Teachers, Master Teachers, Head Teachers, Principals, and Non-teaching personnel.

Project Classification

1. Access
 2. Quality and Relevance
 3. Governance
- Note: All project proposals related to DepEd's current projects and programs are not necessarily to be approved as innovation for these are embodied in the SIP/AIP of the school.

Examples: Gulayan sa Paaralan, Pera sa Basura, Construction of school fence, footwalk, school gate, parks, water supply/hand washing facilities, and playground amenities.



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Enclosure 6

APPROVAL SHEET

(Project Title)

Proponent:

Noted by:
(Immediate Head/Supervisor)

Reviewed/Evaluated:

MARGARITA A. NIERRA, EdD **MARIA SOCORRO N. RELACION**
Senior Education Program Specialist-HRD Senior Education Program Specialist-M&E

Recommending Approval:

Chief, Schools Governance Operations Division

LORENZO M. DIZON, EdD, CESO VI
Assistant Schools Division Superintendent

Approved:

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



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Enclosure 7

**A PROJECT PROPOSAL FOR INNOVATION
IN SCHOOL FOR SCHOOL
YEAR 2020-2021**

(Title)

Proponent