



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

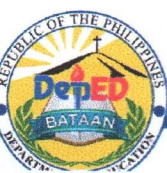
DIVISION MEMORANDUM
No. 261, s. 2022

JUL 07 2022

**SUBMISSION OF INCOME GENERATING PROJECT (IGP) PROPOSALS
FOR SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public School Principals
Teaching and Non-Teaching Personnel
All Others Concerned

1. In view of the improving public health status relative to COVID-19 pandemic in the Province of Bataan, this Office informs all concerned of the resumption of the conduct of Income Generating Projects (IGP) in Schools Division of Bataan.
2. Deadline for the submission of IGP Proposals for School Year 2022-2023 will be on August 31, 2022.
3. This Memorandum also reiterates that the submission of IGP proposals will take place only once a year. This is to ensure that IGP proposals that will be screened, evaluated and approved will be implemented for the entire school year.
4. IGP also aims to provide additional learning experiences for enhancement of learners' knowledge, skills and attitude. Hence, selected pupils/ students should be involved in IGP. Furthermore, proponents are encouraged to include 4P's recipients/ indigent learners as participants. Only learners with parents' consent are allowed to participate in the implementation of the IGP.
5. Proponents shall prepare two (2) hard copies of the IGP proposal (one copy shall be submitted to the SDO while the other one will be the proponent's received copy) and an electronic copy to be sent to depedbataan.planning.research@depd.gov.ph following the attached format.



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Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@dened.gov.ph | Website: www.denedbataan.com | Facebook Page: www.facebook.com/DenedBataan

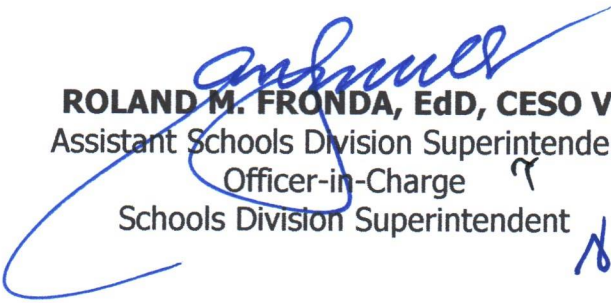




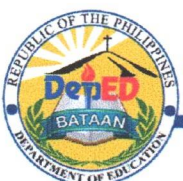
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Note: IGP proposals submitted when Division Memorandum No. 43, s. 2021 (Clarification on the Conduct of IGP in Schools) was still in effect should be resubmitted.

6. All IGP proposals should be reviewed by the School Review Committee to ensure completeness and feasibility before submitting to the SDO Annex.
7. The Public School District Supervisors (both for Elementary and Secondary) shall endorse all reviewed IGP Proposals to the Schools Division Office for evaluation and approval.
8. Only those IGPs approved by the Division Evaluation Committee shall be credited for promotion.
9. SDO Monitoring Team shall monitor the implementation status of the approved IGP proposals at any date within the school year.
10. Proponents shall ensure that health and safety protocols are strictly followed in the conduct of the IGP.
11. Meanwhile, proponents of approved IGP proposals should submit Accomplishment Report at the end of the school year following the attached format.
12. Wide dissemination and compliance with this Memorandum is enjoined.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

SO2/mgr
July 5, 2022



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CSC PRIME-HRM BRONZE AWARD



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Income Generating Project (IGP) Proposal Format

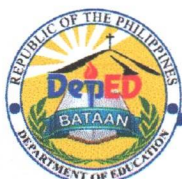
Cover Page

Table of Contents

- I. Project
 - A. Title
 - B. Proponents
 - C. Project Site
 - D. Participants
 - E. Time Frame
- II. Introduction
- III. Objectives
- IV. Source of Capital and Material
(Specify the source and the amount)
- V. Budgetary Outlay
Include:
 - Initial Capital
 - Expenses (Detailed/Itemized)
 - Projected Income for one (1) year
- VI. Marketing Plan
Include:
 - Target Market
 - Where the Product will be sold
 - Marketing Strategies
- VII. Strategies for Implementation

Activities	Personnel Involved	Target Date	Success Indicator
A. Planning Stage			
B. Preparation Stage			
C. Implementation Stage			
D. Evaluation/Assessment			

- VIII. Sharing of Income
Specify the allocation (in percent) for the School Share, Feeding Program, Pupil Share and Revolving Fund.



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Income Generating Project (IGP) Accomplishment Report

Cover Page

Table of Contents

I. Project

A. Title

B. Proponents

C. Project Site

D. Participants

E. Time Frame

II. Introduction

III. Objectives

IV. Source of Capital and Material

(Specify the source and the amount)

V. Budgetary Outlay

Include:

-Initial Capital

-Expenses (Detailed/Itemized)

VI. Marketing Plan

Include:

-Target Market

- Actual Marketing Strategies Implemented

VII. Strategies for Implementation

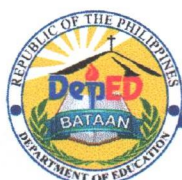
Activities	Personnel Involved	Target Date	Success Indicator
A. Planning Stage			
B. Preparation Stage			
C. Implementation Stage			
D. Evaluation/Assessment			

VIII. Financial Statement

IX. Sharing of Income

Specify actual income shared based on the approved percentage for the School Share, Feeding Program, Pupil Share and Revolving Fund.

X. Recommendations



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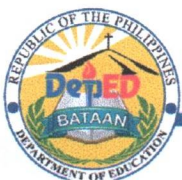
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***Format**

Bond Paper Size : 8.5" X 11"
Font Style : Times New Roman
Font Size : 12
Text Spacing : Double Space

Clear Sliding Folder, short, two (2) copies only

***Kindly indicate in the Proposal the contact number of the Proponent.**



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CSC Resolution No. 700-100