



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

JUN 02 2021

DIVISION MEMORANDUM

No. 201, s. 2021

REVISED GUIDELINES ON THE CONDUCT OF INNOVATION

To: Assistant Schools Division Superintendent
Chief of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
SDO Personnel
All Public School Principals and Assistant Principals
All Others Concerned

1. This Office issues the **Revised Guidelines on the Conduct of Innovation** which shall cover the proposal, implementation, monitoring and submission of accomplishment report.
2. This Division Memorandum aims to:
 - a. define what may be considered as innovative projects;
 - b. provide the guidelines on the submission and evaluation innovation proposals and harmonize the process of all SDO units concerned;
 - c. establish the mechanism in monitoring of the implementation of the approved innovation proposals; and
 - d. present the completion requirements.
3. Innovation is generally defined as the implementation of new or improved ideas, knowledge, and practices for the purpose of bringing about change or desired outcomes. It also refers to process of translating new idea/s in the improvement of existing materials, devices, methodologies, procedures, processes, and service delivery.

In terms of education, kinds of innovation include those that aim to improve structure (for example, involve ways in which classroom and schools are organized), content, and process. In particular, innovation proposals may focus on the areas of access, quality and governance. For the purpose of the evaluating innovation proposals, the following may be considered as innovation:

- a. Innovation on Curriculum- evidence-based and creative initiatives adopted/ adapted/ developed by the proponent for better implementation of the intended curriculum. Curriculum innovation may be any of the following: text-based teaching/learning material and



“WE MOULD HEROES”

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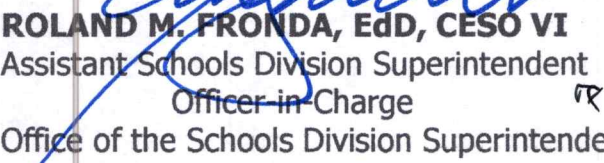


ISO 9001: 2015 CERTIFIED

resources, that could be in the form of student learning activities, workbook, skill book, resource book, teaching devices, educational games, manipulative, and interactive materials and others. In addition, it may also refer to improvement on teaching strategies, approach, techniques, or method.

- b. Innovation on School Management and Administration in areas of Leadership and Governance, Curriculum and Instruction, Accountability and Continuous Improvement and Management of Resources.
 - c. Innovation on Simplification of Work, Process or System- novel or creative ways of improving the procedure and introducing new mechanism resulting to more effective, simplified and cost-efficient completion of tasks. Introduced techniques can be a reporting system, record keeping and other office procedures.
 - d. Information and Communication Technology Innovation- projects or initiatives involving the use of ICT.
4. Proponent/s should prepare the Innovation Proposal following the format specified in Enclosure No. 1 of this memorandum. The Innovation Proposal, together with all the required attachment, must be submitted to the School Review Committee for initial evaluation and must be endorsed by the School Principal and the Public Schools District Supervisors (both elementary and secondary levels) to the Schools Division Office (SDO).
Note: The proposed innovation should already be included in the proposal.
5. Upon submission to the SDO, initial review shall be done by the Planning and Research (PAR) Section to determine the proposal's theme/topic and the evaluator. Curriculum-related innovations shall be forwarded to the concerned Education Program Supervisor (EPS) for content evaluation. In addition, compliance to technical standards of proposals which are classified as learning materials shall be evaluated by the LRMDs. On the other hand, non-curriculum innovation proposals will be forwarded to concerned focal person or unit/section head. Evaluators shall return the innovation proposals to the PAR Section for the issuance of endorsement with the appropriate action.
6. All approved innovation proposals should be conducted as stated in the time frame. The proponent should notify the PAR Section should there be any reason for the change in the implementation of the innovation.
7. The concerned EPS or focal person with the assistance of the PAR Section and Monitoring and Evaluation Section shall conduct the monitoring of the innovation implementation.
8. Accomplishment Report following the specified standard in Enclosure No. 2 of this memorandum should be prepared by the proponent after the completion of the project.
9. Provisions of previous issuances which are inconsistent with this Revised Guidelines are hereby rescinded.

10. Immediate dissemination and compliance of this Memorandum is desired.



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

SO6
June 1, 2021

INNOVATION PROPOSAL

- I. Cover Page/ Title Page
- II. Table of Contents
- III. Rationale
(Provide the educational relevance and timeliness of the situation, problem or issue to be addressed by the innovation. Explain the need for the innovation as a way to address or improve the given situation.)
- IV. Goal and Objectives
(Specify the goal and objectives of the innovation proposal)
- V. Proposed Innovation
(Give the detailed description of the proposed innovation, how it is developed, how it will be implemented, who will be involved, who benefit from the innovation and other relevant information.)
- VI. Work Plan of Activities

Activities	Objectives	Resources			Time Frame
		Human	Materials	Financial	

- VII. Monitoring and Evaluation Plan

Activities	Evaluators	Target Date	Expected Output/ Outcome

- VIII. Sustainability Plan
(How can the continued use of the innovation be ensured after the initial the implementation of innovation?)
- IX. References
(Enumerate all references used using APA 6th Edition)
- X. Attachment
-Certification of School Review Committee
-Copy of Innovation (hard copy and soft copy)

Technical Specifications:

- a. Bond Paper Size : Letter size (8.5 x 11)
- b. Font Style : Times New Roman
- c. Font Size : 12
- d. Text Spacing : Double Space

Submit 2 copies (in short, clear sliding folder).

Kindly indicate proponent's email address and contact number.

INNOVATION ACCOMPLISHMENT REPORT

- I. Cover Page/ Title Page
- II. Table of Contents
- III. Rationale
- IV. Goal and Objectives
- V. Innovation
- VI. Description of the Implementation
(Narrate the activities conducted in the preparation and implementation of the innovation)

VII. Monitoring and Evaluation

Activities	Evaluators	Target Date	Expected Output/ Outcome	Remarks

(Give the results of monitoring and evaluation)

VIII. Results and Discussion

(Present the results and analysis of data, experiences and observations, verifiable and measurable indicators, strengths of the innovation and other supporting data of the project.)

- IX. Sustainability Plan
- X. Recommendations/s
- XI. References
- XII. Attachment

- Certification of School Review Committee
- Certificate of Acceptance (issued by SDO)
- Copy of Innovation (hard copy and soft copy)

Technical Specifications:

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