



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

MAR 13 2024

DIVISION MEMORANDUM

No. 115 s. 2024

**SDO BATAAN'S NEW GUIDELINES FOR
INCOME GENERATING PROJECTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Others Concerned

1. In line with Republic Act 9155, also known as Governance of Basic Education Act of 2001, which provides empowerment of school officials to take initiatives toward improving the quality of basic education, SDO Bataan releases **SDO Bataan's New Guidelines for Income Generating Projects (IGP)**.
2. The submission of the Income Generating Projects may be done any month within the current school or fiscal year, respectively. It is emphasized however that the IGP Proposals must be submitted at least one month before the targeted start of the project implementation, subject to the approval of the Schools Division Superintendent.
3. Further, there shall be no minimum number of months required for the project's implementation, however, IGPs must have an **apparent impact** contributory to the attainment of the endeavors of the Department of Education aligned to its Vision and Mission, especially to the learners.
4. It is also highlighted that the project's source of fund shall not be taken from the school MOOE fund, it must be from donations and/or grants. Additionally, the proponent must show proof of donation/grant/MOA/MOU of the project's sourcing.



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5. On the other hand, the proponent must always be ready for Monitoring and Evaluation of the Income Generating Project's implementation which will be spearheaded by the Education Program Supervisor in Technology and Livelihood Education (TLE) and Senior Education Program Specialist in Planning and Research. Also, the IGP's accomplishment report must be submitted not later than one month after its completion.
6. To ensure uniformity and completion of contents, all proponents must comply to the enclosed templates.
7. Immediate and wide dissemination of the Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V

Schools Division Superintendent

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

INCOME GENERATING PROJECT



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Enclosure to Division Memorandum No. _____, s. 2024

Income Generating Project Proposal

Needed attachments:

- *Endorsement of School Head*
- *Certification of School Review Committee*
- *Copy of Proposed IGP*
- *Proof of Donation/Grant/MOA/MOU*

Parts of IGP

Cover Page
Table of Contents

- A. Title**
- B. Proponent/s**
- C. Project Site**
- D. Participants**
- E. Time Frame**

Objectives

Source of Capital and Materials

Budgetary Outlay

- Initial Capital
- Expenses (Detailed/Itemized)
- Project Income for 1 Year

Marketing Plan

- Target Market
- Where the product will be sold
- Marketing Strategies

Strategies for Implementation

- A. Planning Stage
- B. Preparation Stage
- C. Implementation Stage
- D. Evaluation/Assessment

Sharing of Income



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Income Generating Project Accomplishment Report

Needed attachments:

- *Endorsement of School Head*
- *Certification of School Review Committee*
- *Copy of Proposed IGP*

Parts of IGP

Cover Page

Table of Contents

Activity Completion Report (with pictures)

Financial Statement

- Expenditure
- Sales
- Cash Flow
- Sharing of Income

Ways Forward