



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

JAN 17 2025

DIVISION MEMORANDUM
 No. 025 s. 2025

COLOR CODING FOR SUBMISSION OF RESEARCH, INNOVATION, INCOME GENERATING PROJECT AND APPLICATION PLAN AND ACCOMPLISHMENT REPORT DOCUMENTS

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

1. To ensure uniformity and proper categorization in filing and archiving, this Office announces the **Color Coding for Submission of Completed Research, Innovation, Income Generating Project and Application Plan and Accomplishment Report**:

Document	Color of Ringbind	Number of Copies
Final Research Output	Blue	3 Copies: 1 copy for SDO which will be submitted through the Records Section 2 receiving copies (1 for the proponent and 1 for the school)
Completed Innovation	Red	
Income Generating Project Accomplishment Report	Green	
Application Projects	Yellow	

2. It is emphasized that only documents which are to be submitted for archiving and dissemination need to be in ringbind, submissions which are still for review and evaluation do not need to follow the abovementioned specification to avoid unnecessary wastage of resources.

3. For information and compliance.


CAROLINA S. VIOLETA, EdD, CESO V
 Schools Division Superintendent

SOS/jmn

To be Indicated in the Perpetual Index
 under the following subjects:

PROGRAM PROJECT RESEARCH



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepEdBataan

www.depedbataan.com
bataan@deped.gov.ph



"We Make It Happen"