



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 525 , s. 2024

16 SEP 2024

**GUIDELINES IN WRITING A PROPOSAL AND TERMINAL REPORT FOR
SCHOOL- AND DIVISION- BASED INITIATED PROJECTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit & Section Heads
Public 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, teaching 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. Moreover, DepEd Memorandum No. 014, s. 2022 titled "The DepEd Quality Management System Manual and Procedures and Work Instruction Manual" provided the standard and harmonized implementation of the Quality Management System (QMS) in the Department, ensuring a One DepEd, One QMS that is relevant and applicable at all governance levels. It further defines and clarifies systems and procedures adopted to implement and continually improve the QMS of the Department of Education.
3. In consonance with this mandate, all teaching and non-teaching personnel are encouraged to create and/or innovate school- and division- based initiated projects geared towards the improvement of the teaching-learning process, system management and school governance to ensure consistency in the delivery of quality services and continuous process improvement that will result in client satisfaction.
4. In furtherance of the above policy and goal, attached are enclosures to guide the proponents in crafting innovative school- and division-based projects as follows:

Enclosure No. 1	Format of a Project Proposal for Innovation
Enclosure No. 2	Format of a Completed Project for Innovation
Enclosure No. 3	Format of Income Generating Project (IGP) Proposal
Enclosure No. 4	Format of Income Generating Project Terminal Report
Enclosure No. 5	Application Project Concept Paper
Enclosure No. 6	School Head's Application Project Implementation Paper
Enclosure No. 7	Guidelines in Conducting Project for Innovation
Enclosure No. 8	Standard Format in Writing Proposal for School- and Division-Based Initiated Projects



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Enclosure No. 1

Format of a Project Proposal for Innovation

Name of Proponent:

Project Title: Sentence summary of the project scope

Project Time-frame:

- I. **Project Contacts.** List of persons who are involved with the project and can be contacted shall be included in this part. Be sure to include the names, titles, roles in the project, phone numbers and email addresses.
- II. **Project Summary.** The goal of this section is to present the reasons for doing the project as well as stating the project's objectives. In this section, it is very important to write concisely and clearly. Be able to answer the following questions:
 - Why are you conducting/ undertaking this project?
 - What actions/steps will you be undertaking?
 - How will you do it?
 - Who are the persons involved?
 - Where will it be done?
 - How long will it take?
 - How much will it cost?
- III. **Project Background.** Explain what specific need/problem the proponent is trying to solve, and why is it worth solving. It must 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 layout. 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 section 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, a detailed project schedule must be presented. Make a list of tasks that will be performed for the project, make sure that the list is detailed enough and the tasks are broken down.
 - B. **Project Deliverables.** Make a list of project "deliverables". (It must include the products that will be delivered to the client at the end and throughout the duration of the project). Make sure to include a description of the deliverable/s.
 - C. **Project Risk Management.** This section details the major project risks and delineates the plans to alleviate or control them. Make sure to address each risk's likelihood occurring as well as its impact on the project and the school.
- VI. **Project Costs.** In this section, estimate of the overall cost of the project must be indicated.
 - A. Project Budget – must be detailed
 - B. Sources – (source of fund) Should not come from the MOOE fund.
- VII. **Monitoring and Evaluation**

SIGNATORIES:

Prepared by:

Noted by:

Project Proponent

School Head (for school-based projects)

Functional Division Head (for division-based projects)

Reviewed:

Chief Education Supervisor
School Governance & Operations Division

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent

Enclosure No. 2

Format of a Completed Project For Innovation

Name of Proponent:

Project Title: Sentence summary of the project scope

Project Time-frame:

- I. **Project Contacts.** List of persons who are involved with the project and can be contacted shall be included in this part. Be sure to include the names, titles, roles in the project, phone numbers and email addresses.
- II. **Project Summary.** The goal of this section is to present the reasons for doing the project as well as stating the project's objectives. In this section, it is very important to write concisely and clearly. Be able to answer the following questions:
 - Why are you conducting/ undertaking this project?
 - What actions/steps will you be undertaking?
 - How will you do it?
 - Who are the persons involved?
 - Where will it be done?
 - How long it will take?
 - How much will it cost?
- III. **Project Background.** Explain what specific need/problem the proponent is trying to solve, and why is it worth solving. It must 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 layout. 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 section 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, a detailed project schedule must be presented. Make a list of tasks that will be performed for the project, make sure that the list is detailed enough and the tasks are broken down.
 - B. **Project Deliverables.** Make a list of project "deliverables". (It must include the products that will be delivered to the client at the end and throughout the duration of the project). Make sure to include a description of the deliverable/s.
 - C. **Project Risk Management.** This section details the major project risks and delineates the plans to alleviate or control them. Make sure to address each risk's likelihood occurring as well as its impact on the project and the school.
- VI. **Project Costs.** In this section, estimate of the overall cost of the project must be indicated.
 - A. Project Budget – must be detailed
 - B. Sources – (source of fund) Should not come from the MOOE fund.

VII. Actual Accomplishments



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VIII. Monitoring and Evaluation. Describe how progress was evaluated throughout and at the end of the project. Formulate clear indicators for objectives and result.

IX. Next Steps. Specify the actions required for sustainability of the Project

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

X. Appendices. Pictures, letter/MOA, List of donors, Bill of materials, receipts, receipts of deliverables, Letter of Acceptance. Approved evaluation form signed by project evaluators.

SIGNATORIES:

Prepared by:

Noted by:

Project Proponent

School Head (*for school-based projects*)

Functional Division Head (*for division-based projects*)

Reviewed:

Chief Education Supervisor
School Governance & Operations Division

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent

Enclosure No. 3

Format of Income Generating Project Proposal

- I. PROJECT SUMMARY INFORMATION**
 1. Project Title
 2. Proponent
 3. Address/Project Site
 4. Contact Persons
 5. Number of Beneficiaries
 6. Total project Cost
 7. Source of Funds
- II. RATIONALE**
- III. PROJECT OBJECTIVES**
 - General
 - Specific
- IV. PROJECT DESCRIPTION (Brief)**
- V. MECHANICS AND IMPLEMENTATION (Pre, During and Post)**
- VI. EXPECTED OUTPUT**
 - Production capacity and expected outputs
 - Projected summary of Gross Sale of Products
- VII. WORKPLAN OF ACTIVITIES (Can be presented in table form)**
 - Major Activities
 - Persons Responsible
 - Time frame or duration (may be divided by quarter) and be presented in table or Gantt chart
- VIII. BUDGETARY REQUIREMENTS**
 - e.g. For production project (particular item, description and costs)
 - For equipment, supplies, tools and implements (particular item description and costs)
 - Administrative expenses (particulars-monitoring and evaluation and training on financial record keeping)
- IX. PROJECT OPERATIONAL DESCRIPTION**
 - A. Market
 - Product Description
 - Target Market
 - Price and Pricing (prevailing market price)
 - Terms of Sale (wholesale, retail, direct consumers)
 - Projected Sale Volume
 - B. Technical
 - Project Location
 - Production capacity and expected output
 - Technical Production Processes
 - C. Organizational and Management Structure
 - D. Financial
 - Capital Requirement
 - Source of Funds
 - Investment Cost
 - Projected Income Statement
- X. MONITORING AND EVALUATION**

Enclosure No. 4

Format of Income Generating Project Terminal Report

- I. PROJECT SUMMARY INFORMATION**
- II. Project Title**
- III. Proponent**
- IV. Address/Project Site**
- V. Contact Persons**
- VI. Number of Beneficiaries**
- VII. Total project Cost**
- VIII. Source of Funds**
- IX. RATIONALE**
- X. PROJECT OBJECTIVES**
 - General
 - Specific
- XI. PROJECT DESCRIPTION (Brief)**
- XII. MECHANICS AND IMPLEMENTATION (Pre, During and Post)**
- XIII. EXPECTED OUTPUT**

Production capacity and expected outputs
Projected summary of Gross Sale of Products
- XIV. WORKPLAN OF ACTIVITIES (Can be presented in table form)**

Major Activities
Persons Responsible
Time frame or duration (may be divided by quarter) and be presented in table or Gantt chart
- XV. BUDGETARY REQUIREMENTS**

e.g. For production project (particular item, description and costs)
For equipment, supplies, tools and implements (particular item description and costs)
Administrative expenses (particulars-monitoring and evaluation and training on financial record keeping)
- XVI. PROJECT OPERATIONAL DESCRIPTION**
 - A. Market

Product Description
Target Market
Price and Pricing (prevailing market price)
Terms of Sale (wholesale, retail, direct consumers)
Projected Sale Volume
 - B. Technical

Project Location
Production capacity and expected output
Technical Production Processes
 - C. Organizational and Management Structure
 - D. Financial

Capital Requirement
Source of Funds
Investment Cost
Projected Income Statement

XVII. RESULTS AND EVALUATION
XVIII. CONCLUSION

Explain the potential of the project and its feasibility and sustainability.

SIGNATORIES:

Prepared by:

Noted by:

Project Proponent

School Head *(for school-based projects)*

Functional Division Head *(for division-based projects)*

Reviewed:

Chief Education Supervisor
School Governance & Operations Division

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent

XIX. APPENDICES

Enclosure No. 5

APPLICATION PROJECT CONCEPT PAPER

SHDP Foundation Course Concept Paper			
Name of participant		Current Position	
Name of School		District	
Division		Region	
Introduction maximum of 100 words	What Is your understanding of DepEd's Vision and Mission?		
	What is the role of your school in delivering DepEd's vision and mission?		
Problem Description	Nominate three issues and/or concerns in your school which you would like to work on in this course. You will be helped in clarifying and selecting the final problem for your Application Project. (See attached sheet for the course coverage. This will help guide you in your problem selection).		
	For each problem, answer the following questions. Give <u>quantifiable</u> or <u>observable</u> indicators.		
	(1) What is the problem? (maximum 20 words)		
	(2) When does the problem happen? (maximum 20 words)		
	(3) Where does the problem happen? (maximum 20 words)		
(4) Who are affected by the problem? (maximum 20 words)			
	Problem 1		
	Problem 2		
	Problem 3		
Statement of Project Objective	What result do you want to see after solving the problem? Give <u>quantifiable</u> or <u>observable</u> indicators. (maximum 50 words)		
	Problem 1		
	Problem 2		
	Problem 3		
Benefit of solving the problem	(1) Who benefit from solving this problem? Be specific. If possible, give exact numbers. (maximum 50 words)		
	(2) What is the exact benefit to them? (maximum 50 words)		
	(3) How will solving this problem contribute to achieving DepEd's vision and mission? (maximum 50 words)		
	Problem 1		
	Problem 2		
	Problem 3		



Your signature over printed name		Date submitted	
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An entry requirement for the submission of a duly accomplished Concept Paper identifies three (3) specific areas of concern that need significant improvement in the school. The area for consideration includes:

1. Curriculum, Core, and Support Programs
2. Instructional Leadership
3. School leadership: SBM, SIP, CI, Partnership
4. Strategic Human Resource Development
5. Fiscal management

Reference: DepEd Memo 192, s. 2016

SIGNATORIES:

Prepared by:

School Head

Reviewed:

Chief Education Supervisor
School Governance & Operations Division

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent

Enclosure No. 6

School Head's Application Project Implementation Paper

The School Head's Application Project (AP) is a requirement for a Certificate of Completion in the Foundation Course of the School Head Development Program.

The project requires the participant to identify a specific school concern that needs to be addressed, requires improvement and that will deliver the best impact on school measures in three (3) to six (6) months. The choice of project will be derived from the three priority concerns identified in the Concept Paper. Project Results will be presented by the school head at a colloquium of Foundation Course participants.

The Implementation Paper guides the school heads in planning for the project of their choice. It must be completed and submitted by the end of implementation. Participants who are not holding a school head position and are non-school-based may adopt a school for AP implementation.

A. Project Context

NEAP PROGRAM	School Heads Development Program – Foundation Course
Name of School Head	
Region, Division	
Name of School	
Key changes in my school as a result of this project <i>What key changes do you want to see in your school as result of your having attended the SHDP Foundation Course? What are your specific, verifiable indicators of these changes?</i>	
Target Competency Improvement <i>What school head competency/ies will you apply through your project. Identify maximum of three that are directly related to your project.</i>	
Describe current situation (problem or opportunity) in your school that you need to address through your project. <i>Give specific, quantifiable, observable details. For example, number of non-readers in Grade 2. Or, number of teachers that need training by a certain period. Or timely utilization of MOOE.</i>	
Title of Application Project	
PROJECT OBJECTIVE/S: SMART-Specific, measurable, attainable, result-oriented and with timeframe	
Start Date	

Length of Project	
The project should be completed within 3 to 6 months.	
Expanded Outputs	
Beneficiary/ies	
Identify Success Indicators or measures of success	This project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of 3):

B. **Action Steps.** Identify significant Milestone target that could be achieved by the end of 30 days and every 30 days thereafter. Milestones are (a) significant changes achieved; and/or, (b) major steps taken towards achieving the desired improvement in your school

Target Milestones	Action	Responsible Person Who will do this step?	Support needed from:	Target Date When will this step be accomplished?
Milestone 1	Action Step 1			
	Action Step 2			
	Action Step 3			
	Etc.,			
Milestone 2	Action Step 1			
Milestone 3	Action Step 1			
Etc.				

C. **Required Resources.** Provide Specific Details of the physical and human resources required to successfully implement your Application Project. Aps that has funding requirements may be funded by local funds (school, division region) in coordination with the respective head of office.

Milestone	Resource Needed	Budget	Approval needed

D. **Risk Management Plan.** All projects are exposed to risk. Risks are unpredictable events that might or might not happen, and endanger the achievement of your project objectives. You should therefore know what risks to prioritize and what to when the risk happens.

Milestone/ Tasks	Likely Risk	Impact on Project if Risk happens	Specific Action to Prevent Risk	If Risk Happens, Specific Action to Soften Impact of Risk



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E. APPROVAL:

	Printed Name	Signature	Date
Prepared by			
Approved by			

Reference: DepEd Memo 192, s. 2016



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Enclose No. 7

Guidelines in Conducting a Project for Innovation/ Income Generating Project

A. INNOVATION

1. The proposed project must be aligned with DepEd thrusts and contributory to the alignment 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 the calendar year.
5. If it is an infrastructure project, the proponent must present or include a layout/project design in his/her project proposal.
6. Sources of 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 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.

What is innovation? Innovation is the introduction of new ideas, goods, services and practice which are intended to be useful. It could address gaps on access, quality and relevance and governance or management of education service, such as: increase enrollment/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 and Non-teaching personnel. Principals or School heads will utilize the Re-Entry Action Plan Format.

Project Classification

1. Access
2. Quality
3. Equity
4. Resilience
5. Governance



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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, foot walk, school gate, etc.; parks; water supply/hand washing facilities; playground amenities.

B. INCOME GENERATING PROJECT (IGP)

What do you mean by Income Generating Project? Used to describe an activity that makes money to finance a program or a project

Why should schools/proponent generate their own income? To be able to:

- Improve school facilities
- Offer scholarships to poor children
- Finance a project for innovation in school

Typical Resources a school might possess:

- natural resources – land, water, trees etc.
Ex. Agricultural Activities (if project is horticulture/plant cultivation, the proponent can make use of the school's natural resources such as land, water, etc.)
- Human resources – teachers, students
(teachers/students can manage the project)
- Physical resources – buildings, equipment
(the proponent may use the agricultural equipment of the school)
- Financial Resources – money
(the proponent may look for sources to fund the project from school alumni and other stakeholders)
- Intangibles resources – goodwill
(the proponent may use goodwill to sell his product)

Income generating Products

- Horticulture: vegetable, herbs, spices, nuts
 - Plants/seedlings/condiments/peanut butter/dried herbs
- Fruits - jam/juice/fruit wine; flowers; flower-furniture
- Facility based- services
 - Eco-tourism; school shop; processing facilities; school-run enterprise

Enclosure No. 8

Standard Format in Writing a Project Proposal for Innovation/ IGP

<u>ASPECT</u>	<u>DESCRIPTION</u>
Font for the headings	Bookman Old Style
Font for text portion	10-12
Margins	Standard, 1.25-inch left indent, 1 inch right indent
Paragraphing	Indented paragraphs, no line skip Between paragraphs in a section
Header/Footer	as to QMS standard
Paper	A4 (21cm x 29.7cm)
Spacing	Single .85