



Republic of the Philippines  
Department of Education

REGION VIII  
**Schools Division of Tacloban City**  
Tacloban City

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January 25, 2023

DIVISION MEMORANDUM  
No. 065, s. 2023

To: Assistant Schools Division Superintendent  
Chief-SGOD & CID  
Public Schools District Supervisors  
All Public and Private Elementary & Secondary School Heads  
Teachers  
All Other Concerned

**Policy and Guidelines on Income Generating Project (IGP)**

Republic Act 9155, also known as the **Governance of Basic Education Act of 2001**, provides for the empowerment of school officials to take initiatives toward improving the quality of basic education. Through this mandate, teaching and non-teaching personnel are encourage to produce new and or innovative practices, procedure and processes to achieve higher learning outcomes.

Along this line, the *Schools Division of Tacloban City* recognized the significant contribution of Income Generating Project (IGP) as a form of resource mobilization mainly designed to raise funds to finance school program or projects.

Anent to this, the *Schools Division of Tacloban City* hereby requires the submission of school IGP Proposal at least one month before the start of the project implementation for approval of the Schools Division Superintendent (SDS).

Likewise, the *Schools Division of Tacloban City* requires the submission of the IGP Completion Report not later than one month after the conclusion of the project.

For uniformity, all IGP documents must strictly observe the following enclosed templates:

***Enclosure No. 1- Income Generating Project Proposal***

***Enclosure No. 2- Income Generating Project Completion Report***



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SCHOOLS DIVISION OFFICE OF TACLOBAN CITY

*Tacloban City*

Enclosure No. 1

Division Memo No. \_\_\_\_ S. \_\_\_\_

**Income Generating Project Proposal Template**

**A. Project Summary Information**

1. Title
2. Proponent
3. Duration
4. Recipients
5. Project Costs
6. Source of Funds

B. Rationale

C. Objectives

D. Procedure

E. Work Plan

F. Monitoring and Evaluation

G. Project Impact

**Signatories:**

Prepared by: Proponent

Reviewed and Checked: School Head

Counter signed: Department Head/ Grade Chairman

Approved: Schools Division Superintendent

Counter signed: IGP Coordinator, SGOD Chief, ASDS



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Enclosure No. 2

Division Memo No. \_\_\_\_\_ S. \_\_\_\_\_

**Income Generating Project Completion Report Template**

**A. Project Summary Information**

1. Title
2. Proponent
3. Duration
4. Recipients
5. Project Costs
6. Source of Funds

- B. Rationale
- C. Objective
- D. Procedure
- E. Work Plan
- F. Key Results, Findings, and Recommendations
- G. Project Impact
- H. Pictorials

Signatories:

Prepared by: Project Proponent

Reviewed and Checked: School Head

Counter signed: Grade Chair/ Department Head

Noted: SGOD Chief

Counter signed: EPS-PAPs



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**Guidelines:**

The proposed project is aligned with DepEd thrusts and contributory to the attainment of the DepEd' Vison and Mission.

The proponent must secure and present a Special Order (S.O.) designating him/her as the Project Proponent for the implementation of the proposed project for one (1) school year.

The Proponent must present the reasons for the project and what needs or problems he/she wants to solve/address and innovate.

The proposed project must be qualified to benefit the learners and other school stakeholders.

The proposed projects must have a realistic management plan/work plan and the resources needed to complete the project within a school year.

Sources of fund to sustain the project must be in the form of donations or grants. It should not be taken from the School MOOE Fund.

When the project is already complete, the evaluators will monitor the projects 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.

The project proponent must show proof of donation/grant/MOA/MOU of project's sourcing.

When the project is already complete, the project proponent must submit a Completion Report to office of the Principal, thus he/she will be given a Certificate of Completion duly signed by the School Head.

The project must have a provision for sustainability and replicability.

Widest dissemination of the memorandum is highly desired.

  
MARIZA S. MAGAN Ed.D, CESO V  
Schools Division Superintendent

