



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF TACLOBAN CITY

05 June 2024

DIVISIONAL MEMORANDUM

No. 399, s. 2024

**PROJECT INNOVATIONS IN SCHOOL
PROPOSAL DESIGN HEARING FOR THE 2ND QUARTER 2024**

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Office Unit/Section Heads
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All others concerned

- 1) Innovation is the introduction of new ideas, goods, services, and practice which are intended to be useful. It addresses gaps on access, quality and relevance and governance or management of education service, particularly on the increase of enrolment/participation rate and reduction of drop-out, and failure rates and improvement of academic performance, and enhance learning environment/improvement of physical facilities. In consonance with Deped thrusts, all teaching and non-teaching personnel are encouraged to create/innovate school-based initiated projects geared towards the improvement of the teaching-learning process and school governance.
- 2) In line with this, the Schools Division of Tacloban City thru the Planning and Research Section of the School Governance and Operations Division calls for **PROJECT INNOVATIONS IN SCHOOL: PROPOSAL DESIGN HEARING FOR THE 2ND QUARTER 2024**. The deadline for submission of proposal will be on July 5, 2024.
- 3) The proposal design hearing intends to:
 - i) Promote and encourage among teachers and non-teaching personnel of the division in conducting school-based innovative projects that are beneficial to students, teachers and school/division;
 - ii) Familiarize and train teachers and other personnel on how to conduct innovative projects;
 - iii) Provide opportunities among innovators to present their plans and projects in at least the division level.
 - iv) Provide technical inputs and suggestions for enhancement and improvement of the study.
- 4) Specific Guidelines during the project proposal hearing:
 - Proponent shall submit on/before July 5, 2024, one (1) hardcopy and softcopy of the proposal manuscript using the prescribed template/parts
 - Project Concept
 - Project Title
 - Background of the Project
 - Rationale
 - Context

- Objective/s
 - General Objective/s
 - Specific Objective/s
- Development Interventions
 - Project Descriptions
 - Key Players
- Beneficiary Description
- Sustainability/Integration Development Plan
- General Output
- Monitoring & Evaluation
- Implementation Steps
- Required Resources
- Contingency Plan
- Monitoring & Evaluation

- Each innovation project shall be presented by the lead proponent supported by other members of the group.
- Presenters are advised to prepare a presentation (power point) that shall last for 10 minutes per innovation project. The slide deck should be composed of the following:

INNOVATION PROJECT PROPOSAL

Project Title, Name of Proponent/s
 Background of the Project
 Objectives
 Project Description

- There will be a panel of evaluators in every presentation. The role of the evaluator is to provide professional and constructive criticism and to raise questions, especially on hazy parts of the innovative project. Evaluator/s may also share their viewpoints based on their expertise and experience.
 - Successful and approved project innovations in schools shall be given **NOTICE TO PROCEED** with the study.
- 5) Expenses such as Meals/Snacks, Supplies and Materials shall be charged to local/Division MOOE, subject to the usual accounting and auditing rules and regulations.
 - 6) For further inquiries and clarifications, please coordinate with *Jade Bautista Calleja, Senior Education Program Specialist, Planning & Research Section (Cellphone No. 0977-320-5469).*
 - 7) Immediate dissemination and compliance of this memorandum to all concerned are earnestly desired.

Sherlita A. Palma
 SHERLITA A. PALMA EdD, CESO VI
 OIC-Schools Division Superintendent

Enclosure: None
 Reference: None

