



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

January 13, 2025

SPECIAL ORDER

No. 022 s. 2025

COMPOSITION OF DIVISION INNOVATION REVIEW COMMITTEE (DIRC)


To: **ALL HEREIN CONCERNED PERSONNEL**
This Division

1. The Division Innovation Review Committee (DIRC) within the Department of Education plays a critical role in evaluating and approving school-based innovation projects. It ensures that proposed innovations are in line with DepEd's strategic goals, demonstrate feasibility, and have the potential to significantly improve the quality of education. The thorough review process led by the DIRC, along with the guidance and support provided, is a vital part of DepEd's broader initiative to cultivate an innovative environment. This ensures that the projects put into action are not only well-planned and viable but also effectively enhance the learning experiences of students and educators.
2. At the governance level of this Division, a **DIVISION INNOVATION REVIEW COMMITTEE (DIRC)** will be established to assume the responsibilities of the committee.

Chairperson, SDRC	DR. HENRIETTA T. MANAGBANAG, CESO VI <i>Assistant Schools Division Superintendent</i>
Co-Chair, SDRC	DR. MELANI D. ESCOBARTE <i>Chief, SGOD</i> MR. MARK CHESTER ANTHONY G. TAMAYO <i>Chief, CID</i>
Committee Member, Focal Person	DR. JADE B. CALLEJA <i>SEPS, Planning & Research Section</i> <i>Division Research/Innovation Coordinator</i>
Committee Members Representatives from/On Call/Upon Invitation depending on the project	EDUCATION PROGRAM SPECIALISTS PUBLIC SCHOOLS DISTRICT SUPERVISORS SENIOR EDUCATION PROGRAM SPECIALISTS EDUCATION PROGRAM FOCAL PERSONS SECTION/UNIT HEADS
Administrative Support/Secretariat	ANTONIO DY JR ALVIN ESPERAS

3. The Division Innovation Review Committee (DIRC) shall assume the responsibilities of managing innovation projects within the schools division. The DIRC shall have the following roles and responsibilities:
 - a. Provide direction on innovation projects to address identified priority improvement areas in the division and schools;
 - b. Evaluate and approved innovation project proposals and other related innovation projects within the schools division;
 - c. Provide technical assistance to proponents on the conduct of their innovation projects;
 - d. Prepare and submit reports to the Regional Innovation Review Committee on all innovation projects conducted in the division;
 - e. Resolve emerging issues in the management and conduct of innovation projects;
 - f. Provide recommendations and feedback to the Division Top Management on approved, on-going and completed innovation projects.
 - g. Others.
4. The Focal person and secretariat shall deliver the following:
 - a. Organize, coordinate and document meetings of the Committee;
 - b. Conduct initial screening of submitted innovation project proposals for compliance with submission guidelines;
 - c. Aid DIRC members in recommending innovation project proposals for approval as per the criteria and scoring template;
 - d. Provide technical assistance to proponents on the conduct of their innovative projects;
 - e. Conduct periodic monitoring on innovation projects of the school division and schools;
 - f. Review and evaluate the completed innovation project report;
 - g. Prepare periodic report on accomplishments relation to division innovation project;
 - h. Prepare complete staff work in support of the Committee's functions as needed;
 - i. Others.
5. The designation of DIRC is in addition to the respective regular duties/functions without additional compensation and will be in force and effect until sooner revoked by this office.
6. Any previous Memoranda/Special Order, which are inconsistent hereof are deemed revoked, rescinded or modified accordingly.
7. For information and compliance.

Enclosure: None
Reference: None


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

