



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF AKLAN**

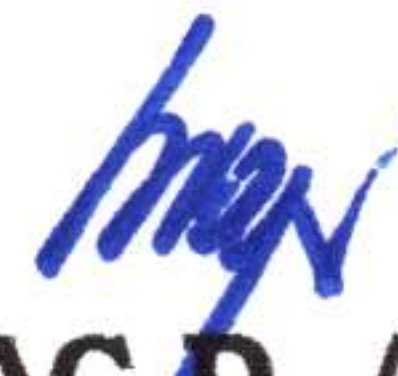
January 25, 2021

**DIVISION MEMORANDUM**  
No. 14, s. 2021

**GUIDELINES ON WRITING A PROJECT PROPOSAL FOR INNOVATION IN SCHOOLS**

To: Chief Education Supervisors  
Education Program Supervisors  
Senior/Education Program Specialists  
Public Schools District Supervisors  
Public Elementary, Secondary and Integrated School Heads, Teachers  
and Non-Teaching Personnel  
District and School Research Coordinators

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 teams and personnel, expanding community participation and involvement, and making the delivery of education services to the learners more responsive, efficient, and effective. This is done through enhanced school planning and improvement that lays down specific interventions making the school a better place for learning.
2. In accordance with this mandate, all DepEd personnel in the division are encouraged to create/innovate school-based initiated projects geared towards the improvement of the teaching-learning process and school governance.
3. 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 enrolment/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.
4. In furtherance of this policy, attached are the following enclosures to guide the proponents in crafting their creative and innovative project, to wit:  
Enclosure No. 1 Division Format of Project Proposal for Innovation in Schools  
Enclosure No. 2 Division Format of Completed Projects  
Enclosure No. 3 Guidelines on Writing Project Proposals
5. Immediate and wide dissemination of this memorandum is enjoined.

  
**MIGUEL MAC D. APOSIN, EdD, CESO V**  
Schools Division Superintendent

Reference: RA No. 9155  
DepEd Resources  
To be indicated in the Perpetual Index  
under the following subjects:

INNOVATIONS

PROJECT

POLICIES



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**Enclosure No. 1 to Division Memorandum No. 14, s. 2021**

**Division Format of a Project Proposal for Innovation in Schools**

**Name of Proponent:**

**Project Title:** (Sentence summary of the project scope)

**Project Time-frame:**

**I. Project Contacts**

List the persons who are involved with the project and can be contacted. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses, observing the permission of Data Privacy Act.

**II. Project Summary**

The goal of this section is to present the reasons for doing this project as well as stating the project's objectives. In this section, in particular, it is essential to write concisely and clearly. Be able to answer the following questions:

- Why are you doing this project?
- What will you be doing?
- How will you be doing it?
- Who will be doing it?
- Where will it be done?
- How long will it take?
- How much will it cost?

**III. Project Background**

Explain what needs/problems you are trying to solve, and why these needs/problems are worth solving. You should 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 lay-out. 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 sections 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, you should create a detailed project schedule. Make a list of tasks that will be performed for this project, make sure the list is complete enough and the tasks broken down.



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**B. Project Deliverables**

Make a list of the project “deliverables.” (These are the products that will be delivered to the client at the end and throughout the project). Make sure to include a description of the deliverable.

**C. Project Risk Management**

This section details the significant project risks and delineates the plans to alleviate or control them. Make sure to address each risk’s likelihood of occurring as well as its impact on the project and the school.

**VI. Project Costs**

In this section you will need to estimate the overall cost of the project.

**A. Project Budget** – must be detailed

**B. Sources** – (source of fund) Should not come from the MOOE/SEF and other sources of fund. It shall be borne solely by the project proponent.



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**Enclosure No. 2 to Division Memorandum No. 14, s. 2021**

**Division Format of a Completed Project for Innovation in Schools**

**Name of Proponent:**

**Project Title:** (Sentence summary of the project scope)

**Project Time-frame:**

**I. Project Contacts**

List the persons who are involved with the project and can be contacted. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses.

**II. Project Summary**

The goal of this section is to present the reasons for doing this project as well as stating the project's objectives. In this section, in particular, it is essential to write concisely and clearly. Be able to answer the following questions:

- Why are you doing this project?
- What will you be doing?
- How will you be doing it?
- Who will be doing it?
- Where will it be done?
- How long will it take?
- How much will it cost?

**III. Project Background**

Explain what needs/problems you are trying to solve, and why these needs/problems are worth solving. You should 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 lay-out. 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 sections 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, you should create a detailed project schedule. Make a list of tasks that will be performed for this project, make sure the list is complete enough and the tasks broken down.



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**B. Project Deliverables**

Make a list of the project “deliverables.” (These are the products that will be delivered to the client at the end and throughout the project). Make sure to include a description of the deliverable.

**C. Project Risk Management**

This section details the significant project risks and delineates the plans to alleviate or control them. Make sure to address each risk’s likelihood of occurring as well as its impact on the project and the school.

**VI. Project Costs**

In this section you will need to estimate the overall cost of the project.

**A. Project Budget** – must be detailed

**B. Sources** – (source of fund) Should not come from the MOOE fund.

**VII. Monitoring and Evaluation**

(Describe how progress will be evaluated throughout and at the end of the project. Formulate clear indicators for objectives and result.)

**VIII. Next Steps**

Specify the actions required for sustainability of the Project

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

**IX. Appendices**

Pictures, Letter/ MOA (Donors) Bill of materials, receipts of deliverables, Letter of Acceptance, Approved evaluation form signed by project evaluators.

Prepared by:

Project Proponent

Reviewed by:

SH and PSDS/EPS

**RAFFY F. PALLER, PhD**

SEPS P&R

Noted:

**MICHAEL T. RAPIZ**

SGOD Chief

**DOBIE P. PAROHINOG, PhD**

CID Chief

Recommending Approval:

**JOSE NIRO R. NILLASCA**

OIC, Assistant Schools Division Superintendent

Approved:

**MIGUEL MAC D. APOSIN, EdD, CESO V**

Schools Division Superintendent



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Enclosure No. 3 to **Division Memorandum No. 14, s. 2021**

**DepEd Guidelines on Conducting a Project for Innovation in School**

1. The proposed project is aligned with DepEd thrusts and contributory to the attainment 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 a calendar year.
5. If it is an infrastructure project, the proponent must present or include a layout/ project design in her/his project proposal. Ex: the establishment of solar panel, windmill, e-library.
6. Sources of a 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 come and 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.



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**What do we mean by 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 enrolment/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, Principals, and Non-teaching personnel.

**Project Classification**

1. Access
2. Quality and Relevance
3. Governance

**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, footwalk, school gate, parks, water supply/hand washing facilities, and playground amenities.

**DepEd Format of a Project Proposal for Innovation in Schools**

| <b>Aspect</b>         | <b>Description</b>  |
|-----------------------|---|
| Font for headings     | Boldface Serif or sans serif size in accordance with hierarchy    |
| Font for text portion | 12-point serif such as Times New Romans or Book Antigua           |
| Margins Layout        | Standard, at least 1 inch One column, single-sided                |
| Paragraphing          | Indented paragraphs, no line skip between paragraphs in a section |
| Page number           | Bottom centered   |
| Paper                 | Letter (8.5×11)   |
| Spacing               | 1.5   |