



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

December 11, 2024

DIVISION MEMORANDUM
No. 517 s. 2024

DIVISION GUIDELINES ON INNOVATION MANAGEMENT

TO: Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
School Heads in Public Elementary and Secondary Education
Teaching-related and non-teaching personnel
All others concerned

1. This office issues the enclosed Division Guidelines on Innovation Management to provide directions in managing innovation projects at the division and school levels.

2. These guidelines, developed based on the gains in evidence-based decision-making shall promote a culture of innovation to invigorate futures-thinking and foresight, knowledge creation and dissemination, innovation management, and align innovation projects with the 5-Point Agenda, BEDP 2030, REDP, DEDP, and SIP.

3. Immediate dissemination of and strict compliance with this memorandum are directed.



BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depeditabukcity.com>  DepEd Tayo Tabuk City



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Enclosure 1

DIVISION GUIDELINES ON INNOVATION MANAGEMENT

I. Rationale

The Philippine Innovation Act (RA 11293) aims to foster innovation across various sectors to boost economic development, competitiveness, and inclusive growth. In the education sector, this law underpins the drive to foster a culture of innovation within schools and divisions, where creativity is nurtured, and new solutions to existing challenges are developed. This act serves as a basis for encouraging schools to adopt innovative teaching practices, technology integration, and community partnerships to ensure that learning remains relevant and adaptive to changing societal needs.

In an increasingly complex and fast-evolving educational landscape, innovation plays a pivotal role in addressing emerging challenges and enhancing learning outcomes, improving administrative efficiency, and responding to the needs of learners and communities. To strengthen the governance of basic education and align local division practices with national priorities, it is essential to establish clear guidelines on innovation management within the Division. These guidelines are crucial to ensure that innovative initiatives are consistent and sustainable and contribute to the broader objectives of basic education reform, as mandated by Republic Act (RA) 9155, Department Orders (DO) 24, s. 2022, and DO 29, s. 2022.

In alignment with existing Department of Education (DepEd) policies, the Division Innovation Management Guidelines aim to create a structured, yet flexible framework that fosters a culture of creativity, collaboration, strategic use of resources, and continuous improvement across schools and offices in the Division. These guidelines ensure that innovation is implemented systematically, with measurable outcomes that align with the goals of improving the quality and delivery of basic education.

Innovation in education is not a goal in itself but a means to achieve educational objectives on access, equity, quality, resiliency and well-being, and governance through policy recommendations, improved learning outcomes, increased participation rates, reduced school leavers, enhanced learning environment, improved learners' well-being, cost-effectiveness, and cost-efficiency, improved teachers' learning, and work and client satisfaction, etc. Measuring innovation in education is critical to see to what extent reforms (top-down drivers of innovation) and incentives for innovation are translating into actual change in classrooms, schools, and offices. This allows decision-makers to assess whether their innovation policies and other policy reforms lead to the intended changes. It also allows them to get a better understanding of current practices and think about the mechanisms through which intended changes could occur.

To determine the effectiveness of the innovation projects introduced, DO 29, s. 2022 outlined the Basic Education Monitoring and Evaluation Framework (BEMEF). It also mandated DepEd operating units to conduct monitoring of their respective programs, projects, and major activities and to conduct process evaluations. This is in accordance with the principles adopted by oversight agencies such as the National



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga

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Economic Development Authority (NEDA) and Department of Budget and Management (DBM) implementing the Program Expenditure Classification (PREXC), National Evaluation Policy Framework of the Philippines (NEFPF) and the Adoption of a Results-based Monitoring and Evaluation Reporting (RbMER) Policy.

The primary objectives of the Division's Innovation Management Guidelines are:

1. To encourage the development and implementation of context-specific, data-driven innovations based on accepted research findings that address challenges in the teaching and learning process, improve performance indicators, and promote cost-effectiveness, cost efficiency, and quality services.
2. To align innovations with the strategic goals outlined in DepEd's Basic Education Development Plan (BEDP) 2030, Division Education Development Plan (DEDP), and School Improvement Plan (SIP);
3. To establish a clear process for the evaluation, monitoring, and scaling of innovative practices and projects;
4. To ensure stakeholder engagement and shared responsibility in the implementation of innovations; and
5. To integrate innovations that promote inclusivity, equity, and quality learning outcomes for all learners.

Thus, to strengthen the culture of innovation, the Division aimed to institutionalize it through its strategic plans, and flagship programs and anchor all innovation priorities with the 5-Point Agenda of the Department. The implementation of the aforementioned policies shall improve innovation management and contribute to the attainment of the goals and targets of the Department apart from addressing the issues of innovation management at the division and school levels. This harmonization intends to encourage DepEd personnel to think of more creative and effective ways of delivering basic education and services, and to contribute to framing UNESCO's Futures of Education, 5-Point Agenda of the Department, and policy recommendations. Overall, adherence to the principles of excellence, integrity, and openness shall be observed in the conduct of innovations.

II. Scope and Coverage

These guidelines shall provide guidance in the conduct and management of innovation projects and shall apply to all schools, offices, and personnel within the Division. It covers:

- The generation and implementation of innovative projects.
- Monitoring, evaluation, and reporting of innovations.
- Integration of innovations in teaching and learning processes, governance, and administrative functions.

III. Definition of Key Terms

For clarity and consistency, the following frequently used terms and phrases in this document will be construed as follows:

1. **Certificate of Adoption**- refers to official communication from the head of office certifying the adoption of an innovation.



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- Completed Innovation Project Report** refers to the document that provides the details of the implementation and accomplishment/s of the innovation project.
- Head of Office** refers to the highest authority within each governance level as follows:

Governance	Head of Office
Schools Division Office	Schools Division Superintendent
School	School Head

- Innovation** refers to the process of translating accepted research findings, concepts, or interventions into an output, practice, policy, or system that creates value for the organization and its clientele, and results in improved educational outcomes, workplace improvement through operational efficiency, increased production, improved working standards, and/or savings in government spending.
- Innovation Managers** refer to the Schools Division Innovation Committee (SDIC) who are in charge of overseeing the effective implementation of innovation management in the division.
- Innovation Proposal** refers to the document that provides the details of a proposed innovation project.
- Innovation Management** refers to a systematic approach to fostering, implementing, monitoring, and scaling innovative ideas within the education system.
- Lead Proponent** refers to the individual who will directly coordinate with the secretariat on the administrative matters of the innovation.
- Monitoring and Evaluation (M&E):** The continuous assessment of innovation initiatives to ensure they meet desired goals and impact.
- Plagiarism** refers to the unauthorized use, modification, or alteration of concepts, ideas, crafts, and the like without proper attribution or permission, and passing it off as one's own.
- Process Innovation** refers to the development and/or introduction of a new or significantly improved production or delivery method. It involves the reimagining and redesigning of workflows, procedures, and methods within an organization. This may include significant changes in pedagogies, techniques, and business processes.
- Product Innovation** refers to the introduction of a good or service that is new or significantly developed with new features, application characteristics, or intended use.
- Proponent/s** refers to an individual or group who submitted an innovation project proposal.

IV. Implementation Arrangements

A. Innovation Management Committee

1. Innovation Committees

At each level of governance, an innovation committee shall be established to provide guidance on innovation projects. The committees shall spearhead the acceptance and evaluation of innovation project proposals. The composition, responsibilities, and roles of the committees for each level of governance are listed below:



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(a) Schools Division Innovation Committee (SDIC)

The Schools Division Innovation Committee (SDIC) shall assume the responsibility of managing innovation projects within the schools division level. The SDIC shall have the following roles and responsibilities:

- i. Provide directions on innovation projects to address identified priority improvement areas in the division, schools, and Community Learning Centers (CLCs).
- ii. Evaluate and approve innovation project proposals and other related innovation projects within the schools division.
- iii. Provide technical assistance to proponent/s on the conduct of their innovation projects.
- iv. Forge partnerships with academic and other institutions, government agencies, and other DepEd Offices on innovation projects.
- v. Resolve emerging issues in the management and conduct of innovations.
- vi. Consolidate reports of schools on all innovation projects
- vii. Provide feedback to the Division Executive Committee on approved innovation projects.

The SDIC shall be composed of the following:

- Chair: Assistant Schools Division Superintendent (ASDS)
Co-chair: Chief Education Supervisor of School Governance and Operations Division (SGOD)
Chief Education Supervisor of Curriculum Implementation Division (CID)
- Adviser: Schools Division Superintendent (SDS)
- Members: Education Program Supervisor of SGOD
CID Representative/s based on the requirement for the evaluation
A representative from the Finance Unit
By invitation: Focal person of concerned division/learning area/ section/program
- Secretariat: SEPS in Planning and Research
EPS II in School Management Monitoring and Evaluation

The SDIC Secretariat shall deliver the following:

- 1) Organize, coordinate, and document meetings of the Committee;
- 2) Conduct initial screening of submitted innovation project proposals for compliance with submission guidelines;





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- 3) Aid SDIC members in recommending innovation project proposals for approval as per the criteria and scoring template;
 - 4) Liaise with academic institutions and other agencies, and other DepEd offices in the conduct of innovation projects;
 - 5) Provide technical assistance to proponent/s on the conduct of their innovation projects;
 - 6) Conduct periodic monitoring of innovation projects in the offices, schools, and community learning centers (CLCs) within the division;
 - 7) Review and evaluate the completed innovation project report.
 - 8) Prepare periodic reports on accomplishments related to division research initiatives; and
 - 9) Prepare complete staff work in support of the innovation Committee's functions as needed.
2. **Large schools** shall create their Committees, and the following are the recommended composition as follows as applicable in their respective school context:

Chair: Assistant Principal/ Head Teacher

Members: Department Head
 Subject Group Head
 Master Teacher
 Learning Area/ Program Coordinator

Secretariat: to be designated

(b) Innovation Management Cycle

i. **Schedule of Innovation Management Cycle**

The innovation committees shall adhere to the following innovation management cycle:

Activity	Schedule
Call for Innovation Project Proposals	Last week of January
Submission of Innovation Project Proposals	Last week of February
Initial Screening	2 nd Week of March
Committee Evaluation	3 rd Week of March
Notification of Results to the Proponents	1 st Week of April

ii. **Call for Innovation Project Proposals**

- (1) The schools division innovation committee shall spearhead the periodic call for innovation project proposals at least once a year specifically during the last of January or **as deemed necessary by the committee.**





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- (2) The secretariat for the division and school level shall conduct dissemination and capacity-building activities on the preparation of innovation project proposals.

iii. Innovation Project Proposals

- (1) Proponents shall be given one (1) month after the posting of call for innovation project proposals to submit their innovation project proposals either electronically or in print to the appropriate innovation committee secretariat.
- (2) A maximum of **three (3) members** is allowed for group proposals. The lead proponent must be identified to liaise with the secretariat on administrative matters. The roles of the other members must be specified in the innovation project proposal.
- (3) An innovation project proposal must be in line with the national, regional, schools division, and school priorities and DepEd 5-Point Agenda. Potential sources of innovations are
- results of research conducted,**
 - Priority Improvement Areas (PIAs) based on DEDP, SIP and**
 - Evidence of urgency to modify or enrich an existing business process**
 - Problem tree
 - SWOT
 - Risk assessment

The following types of innovations may be proposed:

- Product innovation**
- Process innovation**

- (4) The gap/s that the innovation project proposal aims to address must be explicitly discussed in the rationale.
- (5) Proponent/s shall observe the highest ethical standards in the entire cycle of the project as stipulated in DepEd Order No. 16, s. 2017 (Research Management Guidelines).
- (6) **The period of implementation must be stated in the innovation project proposal.** Thus, the duration of its implementation shall depend on the method and work plan which shall be reviewed by the innovation committee. A proponent is given a **maximum of one Fiscal Year to implement an innovation project.**
- (7) The scope of the innovation project may be at the division and school level provided that the conduct shall



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not interfere with the regular functions of the proponent/s in their respective offices and schools.

(8) An innovation project involving one (1) learner or a small group of learners (10-20) **shall not be considered for innovation but for action research. This excludes innovation proposals on Special Education.**

(9) The potential impact of an innovation project that is implemented for a period of time shall be estimated using but not limited to any of the following:

a. Student learning assessments such as the following:

1. Learning outcomes or exam result
2. Teacher formative and summative assessment
3. Formal and informal assessment
4. Pre-test and post-test
5. Student self-assessment

b. Comparison study between the previous data and the new data in terms of:

1. Productivity (increase in learning outcomes/ outputs produced)
2. Time efficiency (shorter time on studying the same material/ producing outputs)
3. Cost efficiency data (less expense per student/ in delivering the service)

c. Other evaluations can include the school academic data, college admissions and employment rate of school graduates, their work productivity, and career growth.

The assessment of the impact of innovation can also be based on the scale of implementation as follows:

- b. Singular/local/limited (that is, limited to one section/unit/school)
- c. Multiple/ spread/significant (involves at least two sections/ units/ schools; and
- d. System-wide/ total (involves the whole schools division)

(10) Innovation proposals must include the following:

- e. A signed endorsement from the head of the school, division, unit, or section, who will **initially review** the innovation project proposal
- f. Innovation Project Proposal Template (Annex 4)





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g. Declaration of Anti-plagiarism and Absence of Conflict of Interest (Annex 5)

iv. Evaluation of Proposals

(1) Initial Screening

The respective secretariats shall conduct the initial screening of submitted innovation proposals against the eligibility requirements. Proposals falling under the following conditions will not be further evaluated, and will immediately be returned, with technical inputs, to the proponents:

- a. Incomplete documentary requirements as prescribed during the call for proposals
- b. Conflict of interest in personal and professional aspects which may influence the impartiality of the parties concerned, whether the proponent/s or the innovation managers
- c. Non-conformance to ethics of innovation
- d. Non-alignment of the proposal with the national and local innovation priorities
- e. Cost estimates not within the existing accounting and auditing rules and regulations

Innovation project proposals that passed the initial screening shall then be endorsed to the respective innovation committees for a more rigorous evaluation.

(2) Committee Evaluation

- a. The secretariat shall prepare the completed staff work for the innovation committee before the evaluation of the proposals.
- b. The proponent/s shall present their proposal to the members of the Innovation committee who shall evaluate the proposals using the criteria and scoring template as attached in Annex 6.
- c. To qualify for approval, the proponent/s must have a minimum score of 70%. The innovation committee shall provide comments, if any, on the proposals for consideration of the proponent before the implementation of the innovation.

(3) Notification of Results

- a. Once the evaluation committee has evaluated the proposal, the secretariat shall send a notification letter of the results (Annex 7) to the proponent/s.
- b. For disapproved proposal/s, proponent/s shall be encouraged to resubmit their proposal/s for consideration once they





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incorporate the comments from the previous evaluation. They shall be given one month to revise/integrate all the suggestions made or to complete any documents that are still lacking for resubmission.

(4) Provision for Changes and Extensions

- a. Any modifications from the original and approved innovation project proposal must immediately be communicated to the secretariat. The proponent must write a letter to the relevant innovation committee detailing the changes made. The innovation committee shall evaluate the modifications for their approval. The approved innovation project proposal cannot be changed at any point during the implementation. Cost implications due to changes will not be granted with additional DepEd funds unless another funding source is available for this purpose.
- b. All approved innovation project proposals must be completed within six to twelve months. In the event that the proponent sees the need for an extension, a letter of request for extension with justification must be submitted to the chair of the relevant innovation committee. Valid reasons for extension such as but not limited to, illness of the proponent, occurrence of disasters, and other extenuating circumstances will be decided by the Committee. The request for extension will be approved, provided there will be no additional cost to DepEd. The proponent shall be allowed only one (1) request for extension. The duration of the extension shall be assessed and decided by the innovation committee. Granted extensions cannot exceed one (1) year.

(5) Progress Monitoring

The secretariat shall track the progress of all approved innovation project proposals based on the approved work plan and provide technical assistance as needed (Annex 8).

As innovation managers, the SDIC shall conduct random visits to the locations where the innovations are implemented and discuss with the proponent/s the status of their projects.

The immediate superior and the Education Program Supervisor in charge of ALS shall also track the



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progress of approved innovation projects in their respective schools and CLCs.

(6) Fund Sources

Fund sources for the approved innovation project proposals that require funding include but are not limited to, local funds and outside fund sources. Request for local funds shall be subject to the approval of the Head of Office and the availability of funds. It shall follow the usual government accounting and auditing rules and regulations. Innovation projects under local funds must be included in the Work and Financial Plan (WFP) or supplemental WFP of the division or school.

For fund sources, outside the local funds, special concerns and provisions may arise depending on the stipulations in the agreement between DepEd and the funding institution.

(7) Submission and Acceptance of Completed Innovation Project Report

- a. Proponent/s shall submit a copy of the completed innovation project report to the innovation committee.
- b. Proponent/s shall ensure that the completed innovation project report is original work and that accurate reporting and documentation were observed during the implementation.
- c. The secretariat shall conduct a technical evaluation to determine the acceptability of the final output using the template given in Annex 9.

(8) End Project Innovation Outcome and Impact Evaluation

- a. The evaluation of the outcome and impact of innovation projects **shall be done by the Innovation Committee across governance levels not involved in the implementation of the project before it can be accepted as an innovation.** This is in accordance with DepEd Order 29, s. 2022 or the Basic Education Monitoring and Evaluation Framework (BEMEF) and National Economic Development Authority (NEDA) JMC No. 2015-01 NEFP.
- b. The innovation committee shall serve as evaluators. Evaluators shall observe the standard of ethics in undertaking evaluation, prepare evaluation plans in accordance with best practices, undertake evaluations with regard to impartiality, and report,





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disseminate, and use evaluations for possible Technical Assistance.

- c. The outcome and impact of evaluation shall cover at a minimum, the following four areas:
- i. Relevance (on alignment and consistency with national priorities and policies, on responsiveness to stakeholder needs, on complementation with other programs/ projects, and programmatic alternatives);
 - ii. Effectiveness (on achievement of objectives, on unintended results, and on timeliness) (e.g. learning outcomes, access, equity, resiliency and well-being, governance or client satisfaction)
 - iii. Efficiency (on efficient delivery of outputs and operational alternatives); and
 - iv. Sustainability (on having a defined strategy for accomplishing long-term objectives to maintain the innovation's programs and activities)
 - v. An outcome and impact evaluation certificate shall be issued to the proponent/s upon verification of the reported outcome and impact of the project (Annex 13).
 - vi. The Head of Office shall ensure that the results of the evaluation are used as inputs to planning and budgeting processes and subsequent design of similar innovation projects.

(9) Dissemination and Utilization of Innovative Project Results

- a. Innovation managers shall take measures to ensure the dissemination and utilization of innovation project results in various settings across governance levels. Further, proponent/s shall disseminate and discuss their innovation project results and recommendations in the area/office/governance level where the innovation was conducted, preferably attended by the participants.
- b. Further, innovation managers may also publish innovation journals and bulletins for wider dissemination, and as a potential archival mechanism for completed innovation projects.





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- c. In addition, the schools division office may utilize validated completed innovation projects to improve access, equity, learning outcomes, resiliency and well-being of learners and governance processes in their respective areas. Evidence should be heavily used in the development of guidelines, frameworks, programs, and projects, strategic, operation, and mid-term plans, training programs, and instructional materials, to mention a few governance strategies.
- d. With the full support of school heads, teachers shall disseminate and utilize innovations through existing mechanisms, such as but not limited to the following venues:
 1. Learning Action Cells (LACs). The LAC sessions may be maximized by sharing the results of completed innovation projects. These may serve as input for teachers in their respective teaching-learning strategies.
 2. In-Service Training (InSeT). The training design may include discussions on innovation results and how these can be adopted.
 3. School Governing Council (SGC). Innovation results and proposed actions can be presented during school planning and monitoring activities.
 4. School Improvement Plan (SIP)/ Annual Implementation Plan (AIP). Innovation results may be incorporated into the SIP. School planning activities may bring forth possible research topics. These may also be plotted as innovation projects in the SIP and AIP.
 5. School Report Card (SRC). Innovations made as a result of research results may be included in the SRC.

(10) Archival

Innovation managers shall set up mechanisms to archive all completed innovation projects, along with other relevant documents, such as the data sets used during the implementation of the project.





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B. Evaluation of Innovation for Performance Evaluation and as an Outstanding Accomplishment for a Vacant Position or Promotion

1. The Personnel Selection Board (PSB) shall consider an innovation project as an outstanding accomplishment in applying for a position or promotion **if it shows the meritorious contribution of an applicant, such as ideas, inventions, or discoveries that were duly recognized by an authorized body and it must have a direct link to the Key Result Areas (KRA) of the applicant's current or previous position.**

2. The innovation introduced must have translated an idea, concept, or invention into an output, practice, policy, or system that creates value for the organization and its clientele and results in workplace improvement through efficiency in operation, increased production, improved working standards, and/or savings in government spending.

3. The PSB shall review documentation and MOVs of innovation introduced as indicated in the relevant hiring guidelines (DepEd Order No. 007 s. 2023) to prove that this outstanding accomplishment has led to positive results in the workplace.

- a. Innovation project proposal duly approved by the Head of Office or the designated Innovation Committee.
- b. Accomplishment Report verified by the Head of Office
- c. Certification of the utilization of the innovation, within the school/ office duly signed by the Head of Office
- d. Certification of adoption of the innovation by another school/ office duly signed by the Head of Office
- e. Proof of citation by other researchers/innovators (whose project is likewise approved by the authorized body) of the concept/s developed in the innovation

Rubrics:

MOVs submitted	Points
A, B, C & D	4 points
A, B, C & E	4 points
Only A, B, C	3 points
Only A & B	2 points
Only A	1 point





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4. In the case of promotion, only the innovation introduced since the last promotion shall be eligible to be given points.

5. For collaborative innovation, the total points shall be divided by the number of proponents/ authors indicated on the copyright page.

C. Innovation Awards

To implement the program on Awards and Incentives for Service Excellence (PRAISE), the schools division innovation committee through the Human Resource Training and Development (HRTD) of the SGOD shall develop and initiate the search for deserving employees who introduced an innovation that contributed to the achievement of the Department goals, targets, and productivity.

The criteria are:

- i. Impact of Achievement (40%)
 - The extent to which the idea has increased productivity/ academic achievement and improved systems and procedures; the paradigm shift it has caused; and the number of persons (learners, personnel) that benefitted from it;
- ii. Reliability and Effectiveness (30%)
 - The extent to which the bright ideas have effectively and efficiently addressed a pressing need and improved service delivery;
- iii. Economy in operation (10%)
 - The extent to which a minimum amount of resources (people, time, etc.) have been used to achieve the resultant output; and
- iv. Relevance (20%)
 - Addressed the improvement of working conditions or services beneficial to clientele/ stakeholders

V. Monitoring and Evaluation

Apart from monitoring the innovation projects being conducted, SGOD, through the Planning and Research Unit and the School Management Monitoring and Evaluation (SMME) Unit shall conduct monitoring and evaluation of the entire innovation management cycle within their respective areas to continuously improve the management of innovation projects. The number of innovation projects completed, their outcome, and their impact on basic education shall be monitored. Feedback shall be communicated during Schools Division Management Committee meetings and Quarterly Program Implementation Review (PIR).

VI. Effectivity

These guidelines shall take effect immediately upon approval and publication at the SDO Tabuk City website and shall remain in force until repealed, amended, or rescinded.





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VI. References:

- DepEd Order No. 16, s. 2017, *Research Management Guidelines*
- DepEd Order No. 44, s. 2015, *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card*
- DepEd Order No. 19, s. 2022, *The Department of Education Merit Selection Plan*
- DepEd Order No. 24, s. 2022, *Adoption of the Basic Education Development Plan 2030*
- DepEd Order No. 29, s. 2022, *Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)*
- DepEd Order No. 007, s. 2023, *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*
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- Redding, S., Twyman, J., Murphy, M. (2013). *What is an Innovation in Learning?*
- Republic Act 9155, *Governance of Basic Education Act of 2001*
- Republic Act 11293, *An Act Adopting Innovation as a Vital Component of the Country's Development Policies to Drive Inclusive Development, Promote the Growth and National Competitiveness of Micro, Small, and Medium Enterprises Appropriating Funds Therefor, and for Other Purposes*
- Sedyukov, P. (2017). *Innovation in Education: What Works, What Doesn't, and What to Do About It?*
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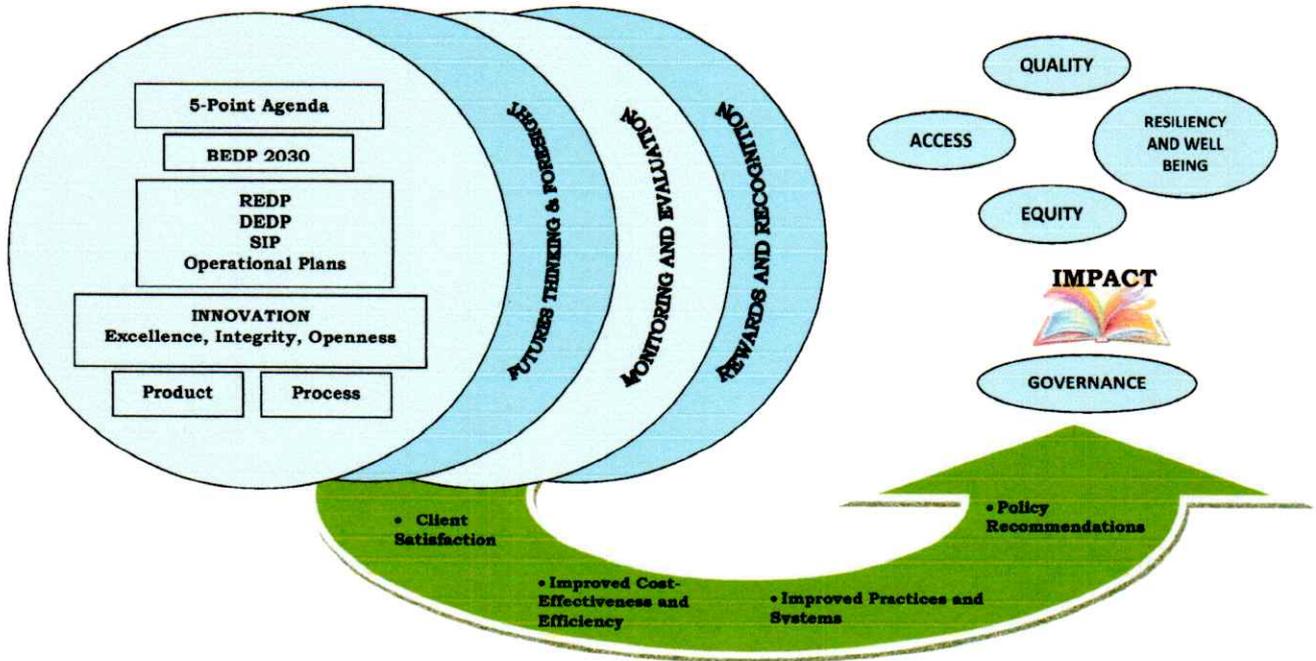




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ANNEX 1- INNOVATION MANAGEMENT FRAMEWORK

INNOVATION MANAGEMENT FRAMEWORK





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ANNEX 2- TECHNICAL GUIDELINES

1. All documents containing proposals for innovation projects must adhere to the following standard format:

Paper size: A4
Font style and size: Bookman Old Style; 11
Margins: 1 inch on all sides
Spacing: Single

2. Ensure all in-text citations and lists of references follow the APA 7th edition guidelines.



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ANNEX 3- REQUISITE COMPONENTS FOR AN INNOVATION PROJECT PROPOSAL OUTLINE

- A. Endorsement from the Head of the Office
- B. General Information
 - I. Implementing Identity (Division/ Unit/Section)
 - II. Project Proposal Title
 - III. Type of Innovation
 - IV. Brief Description of the Proposal
 - V. Scope of Implementation
 - VI. Implementation Period
 - VII. Total Funding Requirement
- C. Background and Rationale
- D. Project Description
 - I. Goal
 - II. Outcome
 - III. Objectives
 - IV. Inputs
 - V. Expected Outputs
 - VI. Logical Framework
- E. Methodology
 - I. Method
 - II. Project Beneficiaries
 - III. Impact Estimation
 - IV. Work and Budget Plan
 - V. Monitoring and Evaluation Plan
 - VI. Exit Plan
- F. References



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ANNEX 4- INNOVATION PROJECT PROPOSAL TEMPLATE

General Information

I. Innovation Project Proposal Title

II. Proponent/s

(Write the name/s of the proponent/s, positions, and brief description of roles and responsibilities in the Innovation Project)

Lead Proponent	Name Position Brief Description of Roles and Responsibilities in the Innovation Project
Co-Proponent*	Name Position Brief Description of Roles and Responsibilities in the Innovation Project
Co-Proponent*	Name Position Brief Description of Roles and Responsibilities in the Innovation Project

*If needed

III. Implementing Entity:

(Indicate the Functional Division/ Unit/ Section/ School)

IV. Type of Innovation

(Indicate the type of Innovation: Process or Product)

V. Brief Description of the Proposal

(Briefly describe the innovation in terms of its type, project target, usage or application, and its significance)

VI. Scope of Implementation:

(Specify the scope: Division/ School)

VII. Total Funding Requirement:

(Indicate the amount of funds needed for the innovation project and source)



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VIII. Implementation Period:

(Specify the duration for implementing the innovation project)

Background

(Provide the circumstances or situation that led to the proposal for the innovation project)

Rationale

(Indicate data-driven reasons why the innovation is necessary. Refer to sources of innovation, and what needs to be addressed or innovated)

Project Description

(Provide information for the following)

I. Goal:

II. Outcome:

III. Objectives:

IV. Inputs:

V. Expected Outputs:

VI. Logical Framework (Log Frame)

(Layout the overview process, inputs, activities, outputs, and outcome)



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Methodology

I. Method (*Briefly discuss the design*)

II. Target Beneficiary

III. Impact Estimation

IV. Work and Budget Plan (*Action Plan reflecting specific strategies, activities, and resources*)

Phase	Activity	Time Frame	Resources			Budgetary Requirement	Expected Output/s
			Human	Material	Financial		
Pre-Implementation							
Implementation							
Post-Implementation							

V. Monitoring and Evaluation Plan

No.	INDICATOR	BASELINE (What is the current value?)	TARGET (What is the target value?)	PERFORMANCE INDICATOR (How will it be measured?)	FREQUENCY (How often will it be measured?)	RESPONSIBLE (Who will measure it?)	REPORTING (Where will it be reported?)

VI. Exit Plan (*Exit strategy should clarify how your project will be brought to a close sustaining its benefits*)

Plan Component/ Method	Action Step	Timeline

References: (*APA Style list of all sources of data and information used and cited in the proposal including the SIP, resource persons or persons in authority, news articles, journals, books, online articles etc.*)





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ANNEX 5- DECLARATION OF ANTI-PLAGIARISM AND ABSENCE OF CONFLICT OF INTEREST

DECLARATION OF ANTI-PLAGIARISM

1. I/We, _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.
2. I/We hereby attest to the originality of this innovation project proposal and have cited properly all the references used. I/We further commit that all deliverables and the final innovation project emanating from this proposal shall be of original content. I/We shall use appropriate citations in referencing other works from various sources.
3. I understand that violation of this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education.

 Signature over Proponent's Name
 Date: _____

 Signature over Proponent's Name
 Date: _____

 Signature over Proponent's Name
 Date: _____

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I/We, _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, and reporting innovation.
2. I/We hereby declare that I/We do not have any personal conflict of interest that may arise from my application and submission of my innovation proposal. I/We understand that my/our innovation proposal may be returned to me/us if it is found out that there is a conflict of interest during the initial screening.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my/our innovation project, I/we will duly report it to the research committee for immediate action.
4. I/We understand that I/we may be held accountable by the Department of Education for any conflict of interest which I/we have intentionally concealed.

 Signature over Proponent's Name
 Date: _____

 Signature over Proponent's Name
 Date: _____

 Signature over Proponent's Name
 Date: _____





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ANNEX 6- GUIDE FOR APPRAISING INNOVATION PROJECT PROPOSALS

Criterion	Increasing Levels of Quality and their Descriptions		Score
	Low	High	
Rationale for the Innovation (30 points)	Not Provided (No point)	The innovation proposal presents a general description of the need for innovation (1-10 points)	The reason for the innovation is indicated specifically but discussed less comprehensively (11-20 points)
Alignment of the Proposed Innovation to the Rationale (10 points)	Not evident (No point)	The alignment innovation proposal is less evident in the rationale (1-5 points)	The suggestion innovation's alignment with the rationale is clearly indicated (6-10 points)
Feasibility of the Innovation (10 points)	Not feasible (No point)	Scope reflects a limited understanding of feasibility. The proposed project may be too large or too small to complete in the timeframe (1-3 points)	The proposal includes a strategy for developing a timeline and reaching intended beneficiaries. (4-7 points)
Potential impact of the innovation to Improve the concerned area (30 points)	Not clear (No point)	Assessment of the potential impact is poor, too general, or does not use any metrics. (1-15 points)	The proposal demonstrates considerations of the feasibility and appropriateness of the project; includes detailed work and work plans. (8-10 points)
			Assessment of the potential impact of the innovation uses clear data analysis to assess improvement. The assessment has a clear reference to a baseline. (16-30 points)



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Completeness of Innovation Proposal (20 points)		The innovation proposal is significantly incomplete and lacks more than two requirements for the proposal (1-6 points)	The innovation misses at most two requirements for the proposal (7-14 points)	The innovation proposal is organized and contains all the requirements for the proposal. (15-20 points)	
Total				_____ / 100	
Remarks:					



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ANNEX 8- COMPLETED INNOVATION PROJECT REPORT TEMPLATE

- I. Cover Page
- II. Table of Contents
- III. Executive Summary
- IV. General Objective of the Innovation
- V. Description of the Innovation
- VI. Activities undertaken during the implementation
- VII. Highlight Accomplishments/ Improvements made by the innovation in the concerned area. Indicate the impact of the innovation to be supported by the statistical analysis
- VIII. Budget Utilization (actual)
- IX. Sustainability
- X. Appendices
 - A. Approved Innovation Proposal
 - B. Certificate of Utilization
 - C. Certificate of Adoption, if adopted by another school/ office
 - D. Data Analysis Report/ Actual Computation of Raw Data
 - E. Pictorials
 - F. Minutes of the Meetings, if there are
 - G. Attendance logs, if necessary
 - H. Other significant/ relevant supporting document





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ANNEX 9- CERTIFICATE OF UTILIZATION OF INNOVATION

Certificate of Utilization of Innovation

This is to certify that the innovation entitled _____, introduced and implemented by _____ (Proponent/s) was fully utilized from ____ (date) to ____ (date) at **School/ office.**

Given this ____ day of _____, 20__ at **school/office.**

Head of Office



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ANNEX 10- CERTIFICATE OF ADOPTION OF THE INNOVATION PROJECT BY ANOTHER SCHOOL/ OFFICE

Certificate of Adoption of the Innovation

This is to certify that the approved innovation project with the following details

Title of the Innovation: _____

Proponent/s: _____

School/Unit/Section/Division: _____

has been adopted and implemented by other concerned users/ personnel from _____ (date) _____ to _____ (date) _____ as manifested through the attestation by the school/unit/section/ division head below. This is issued for whatever legal purpose it may serve this _____ day of the month of _____ 202_.

Head of Office





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ANNEX 11- END INNOVATION PROJECT OUTCOME AND IMPACT EVALUATION TEMPLATE

Title of Innovation: _____ Date of Monitoring: _____
 Proponent/s: _____

Phase	Activity	Status		Remarks
		Achieved	Not Achieved	
1. Pre-Implementation				
2. Implementation				
3. Post-Implementation				
B. Outcome and Impact Evaluation				
Area		Status		
		Fully Evident (FE)	Partially Evident (PE)	Not Evident (NE)
1. Relevance (On alignment and consistency with national priorities and policies, on responsiveness to stakeholder needs, on complementation with other programs/ projects, and programmatic alternatives)				
2. Effectiveness (on achievement of objectives, on unintended results, and on timeliness such as learning outcomes, access, equity, or client satisfaction)				
3. Efficacy (on efficient delivery of outputs and operational alternatives)				



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4. Sustainability (on having a defined strategy for accomplishing long-term objectives to maintain the innovation's programs and activities)				
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Evaluated by:

JAN NOWEL E. PEÑA
Asst. Schools Division Superintendent

Member

Member

Member

Member

Member

Member



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ANNEX 12- OUTCOME AND IMPACT VALIDATION CERTIFICATE TEMPLATE

Certificate of Outcome and Impact Validation of Innovation

This is to certify that the outcome and impact of the innovation titled _____, introduced and implemented by _____ (Proponent/s) was validated by the Innovation Committee based on the End Project Impact and Outcome Evaluation criteria prescribed in the Division's Implementation Guidelines on Innovation Management.

Given this ____ day of _____, 202_ at **school/office**.

Recommending Approval:

JAN NOWEL E. PEÑA

Asst. Schools Division Superintendent

Approved:

BENEDICTA B. GAMATERO PhD, CESO V

Schools Division Superintendent



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ANNEX 13- CONSENT AND ASSENT LETTERS (IN CASE THE INNOVATION PROJECT INVOLVED MINORS AS PARTICIPANTS)

Consent Letter

Date: _____

Dear Parent or Guardian:

Greetings!

I/We am/are currently conducting an innovation project titled _____ . The project primarily aims _____ to _____ . In line with this, I/we humbly request your permission for your child to participate in the project.

(Briefly state the participation of the child in the project. The participation of your child will be explained in terms that your child can understand, and your child will participate only if he or she is willing to do so. At the conclusion of the project, learners' responses will be reported as group results only.

Participation in this study is voluntary. Your decision on whether or not to allow your child to participate will not affect the services normally provided to your child by the school. Your child's participation in this study will not lead to the loss of any benefits to which he or she is otherwise entitled. Even if you give your permission for your child to participate, your child is free to refuse to participate. If your child agrees to participate, he or she is free to end participation at any time. You and your child are not waiving any legal claims, rights, or remedies because of your child's participation in this innovation project.

Any information that is obtained in connection with this project and that can be identified with you will remain confidential and will be disclosed only with your permission or as required by law. All data will be dealt with utmost confidentiality.

Should you have any questions or desire further information, please call/ text me/us at _____ or email me/us at _____. Keep this letter after tearing it off (if this is to be done) and complete the bottom portion and send the Reply Slip online.

Sincerely,

Signature over Proponent's Name



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Signature over Proponent's Name

Signature over Proponent's Name

Reply Slip

Please indicate whether or not you wish to allow your child to participate in this project by checking one of the statements below and signing your name. Sign both copies and keep one for your records.

_____ I grant permission for my child to participate in the innovation project on
_____ (proponent/s should type the title here)

_____ I do not grant permission for my child to participate in the innovation project on
_____ (proponent/s should type the title here)

Printed Parent/ Guardian's Name

Signature of parent/ guardian

Printed Name of Child

Date



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ASSENT TO PARTICIPATE IN THE PROJECT

1. I/We am/are _____
2. Currently, I/ we am/are conducting an innovation project titled _____ . This project primarily aims to _____ .
3. If you agree to be part of the project, I/we will ask you to (specifically state the child's participation in the project).
4. Your participation in this project is voluntary. Your participation in this project will not lead to the loss of any benefits to which you are otherwise entitled. You are free to refuse to participate. If you agree to participate, you are free to end participation at any time.
5. Any information that is obtained in connection with this project and that can be identified with you will remain confidential and will be disclosed only with your permission or as required by law. All data will be dealt with with utmost confidentiality.
6. Should you have any questions or desire further information, please call/ text me/us at _____ or email me/us at _____ .
7. Signing your name at the bottom means that you agree to be part of this project.

Signature over printed name of participant

Date



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ANNEX 14- PROCESS FLOW FOR APPRAISING INNOVATION PROPOSALS

