



July 28, 2017

DIVISION MEMORADUM

No. 116, s. 2017

**GUIDELINES ON WRITING A PROJECT PROPOSAL FOR
INNOVATION IN SCHOOLS AND INCOME GENERATING PROJECT**

To: Acting Assistant Schools Division Superintendent
Chiefs, School Governance & Operations Division and
Curriculum Implementation Division
Education Program Supervisors
Senior Education Program Specialists
Public Schools District Supervisors
Public Elementary/Secondary/ Integrated School Heads

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 heads and non-teaching personnel in expanding community participation and involvement and making the delivery of educational service to the learners more responsive, efficient and effective through an enhanced school planning and improvement that lays down specific interventions through initiated projects in schools.
2. In consonance with the Act, 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
3. In furtherance of the above policy and goal, attached are the following enclosures to guide the proponents in crafting their innovative project, to wit:

Enclosure No. 1. Approved Division Format of A Project Proposal
Enclosure No. 2. Approved Division Format of A Completed Project
Enclosure No. 3. Guidelines on Writing a Project Proposal
Enclosure No. 4. Guidelines on Conducting Project for Innovation in School
Enclosure No.5. What do we mean by innovation?
Enclosure No. 6. Approved Format of Income Generating Project Proposal
Enclosure No. 7. Approved Format of Terminal Report for IGP
Enclosure No. 8. Overview: Income Generating Project
Enclosure No. 9. Signatories
Enclosure No.10. Cover Page
Enclosure No. 11. Composition of Project Evaluators
4. Interested proponents may submit their proposal to Marggie A. Obligacion, Ph.D., Senior Education Program Specialist in Research and Planning.
5. For your information and guidance.


MIGUEL MAC D. APOSIN, Ed.D., CESO V

APPROVED 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

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 very important 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 detailed enough and the tasks broken down

Cont. Enclosure No. 1

B. Project Deliverables

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

C. Project Risk Management

This section details the major 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.***

APPROVED 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 very important 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 detailed enough and the tasks broken down

Cont. Enclosure No. 2

B. Project Deliverables

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

C. Project Risk Management

This section details the major 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. Appedices

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

Guidelines on Writing a Project Proposal

A **Project Proposal**, often called a "Statement of Work," is a persuasive document. Its objectives are to:

1. identify what work is to be done
2. explain why this work needs to be done; and
3. persuade the reader that the proposers (you) are qualified for the work, have a plausible management plan and technical approach, and have the resources needed to complete the task within the stated time and cost constraints.

What makes a good proposal?

- It must be qualified to benefit the learners and other stakeholders and has a plausible management plan and the resources needed to complete the task within the stated time and cost estimates.
- One attribute is appearance. A strong proposal has an attractive, professional, inviting appearance. In addition, the information should be easy to access.
- A second attribute is substance . A strong proposal has a well-organized plan of attack. A strong proposal also has technical details because technical depth is needed to sell your project. (<http://www.authorstream.com/-innovation-education/>)

Required Format

Aspect	Description
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 x 11)
Spacing	1.5

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 lay-out/ project design in her/his project proposal. Ex: establishment of solar panel, windmill, e-library.
6. Sources of 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 proof of the project's sourcing.
9. When the project is already complete, the evaluators will monitor again the project and will issue an evaluation form showing that the project is already finished. The evaluation should be a requisite for the approval of the terminal 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 provision for sustainability and replicability.

What do we mean by innovation?

Innovation is the introduction of new ideas, goods, services and practice which are intended to be useful. (www.Wikipedia.org.)

- 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, etc,; Parks; Water supply/hand washing facilities; Playground amenities.

Income Generating Project Proposal (Format)

I - PROJECT SUMMARY INFORMATION

1. Project Title
2. Proponent
3. Address/Project site
4. Contact Persons
5. Number of Beneficiaries
6. Total Project Cost
7. Source of Funds

II - RATIONALE

III -PROJECT OBJECTIVES

- General
- Specific

IV-PROJECT DESCRIPTION (Brief)

V -MECHANICS AND IMPLEMENTATION(Pre, During and Post)

VI-EXPECTED OUTPUT

- Production capacity and expected outputs
- Projected summary of Gross Sale of Products

VII- WORKPLAN OF ACTIVITIES (Can be presented in table form)

- Major Activities
- Persons Responsible
- Time frame or duration(may be divided by quarter) can be presented in a table or gphant chart

VIII- BUDGETARY REQUIREMENTS

- e.g For production project (particular item, period and cost)
- For equipment, supplies, tools and implements (particular item, description and costs)
- For administrative expenses (particulars-monitoring and evaluation and training on financial record keeping)

IX - PROJECT OPERATIONAL DESCRIPTION

- A. Market
 - Product Description
 - Target Market
 - Price and Pricing(prevaling market price)
 - Terms of Sale(wholesale, retail, direct consumers)
 - Projected Sale Volume
- B. Technical
 - Project Location
 - Production capacity and expected output
 - Technical Production Processes
- C. Organization and Management
 - Project Organization and Management Structure
- D. Financial
 - Capital Requirement
 - Source of Funds
 - Investment Cost
 - Projected Income Statement

X - MONITORING AND EVALUATION

Income Generating Project Terminal Report (Format)

I - PROJECT SUMMARY INFORMATION

1. Project Title
2. Proponent
3. Address/Project site
4. Contact Persons
5. Number of Beneficiaries
6. Total Project Cost
7. Source of Funds

II - RATIONALE

III -PROJECT OBJECTIVES

- General
- Specific

IV-PROJECT DESCRIPTION (Brief)

V -MECHANICS AND IMPLEMENTATION(Pre, During and Post)

VI-EXPECTED OUTPUT

- Production capacity and expected outputs
- Projected summary of Gross Sale of Products

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- Major Activities
- Persons Responsible

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VIII- BUDGETARY REQUIREMENTS

e.g For production project (particular item, period and cost)

For equipment, supplies, tools and implements (particular item, description and costs)

For administrative expenses (particulars-monitoring and evaluation and training on financial record keeping)

IX - PROJECT OPERATIONAL DESCRIPTION

A. Market

- Product Description
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B. Technical

- Project Location
- Production capacity and expected output
- Technical Production Processes

C. Organization and Management

- Project Organization and Management Structure

D. Financial

- Capital Requirement
- Source of Funds
- Investment Cost
- Projected Income Statement

X. RESULTS AND EVALUATION

XI. CONCLUSION

Explain the potential of the project and its feasibility and sustainability.

XII. APPENDICES

Overview:

Income Generating Project

" The best education a young person can receive is based on "learning by doing methodology." (<http://www.authorstream.com>)

What do we mean by income generating project?

- used to describe an activity that makes money to finance a program or a project. (<http://dictionary.cambridge.org/us/dictionary/english/income-generating>)

Why should schools/proponent generate their own income?

To be able to:

- Improve school facilities
- Offer scholarships to poor children
- Finance a project for innovation in school***

Typical Resources a school might possess:

- Natural resources ≠ land, water, trees, etc.
Ex: Agricultural Activities (If the project is horticulture/ plant cultivation, the proponent can make use of the school's natural resources such as land, water, etc.)
- Human resources – teachers, students
(teachers/students can manage the project)
- Physical resources – buildings, equipment
(the proponent may use the agricultural equipment of the school)
- Financial resources – money
(the proponent may look for sources to fund the project from school alumni and other stakeholders)
- Intangible resources – goodwill
(The proponent may use goodwill to sell his product)

Income Generating Products

- Horticulture: vegetable, herbs, spices, nuts
 - plants/seedlings/condiments/pickles/peanut butter/dried herbs
- Fruits- jam/juice/fruit wine; cash crops- coffee/cocoa; flowers; mushrooms; trees-furniture
- Facility based-services
 - eco-tourism: school shop; internet café; processing facilities; school-run enterprise

Enclosure No. 9

(Project Title)

Proponent:

Noted by:
(Immediate Head/Supervisor)

Reviewed/Evaluated:

MARGGIE A. OBLIGACION , Ph.D.
Senior Education Program Specialist
Planning & Research

Recommending Approval:

MARLON P. DESTREZA, Ed.D.
Chief, School Governance & Operations Division
or
SEGUNDINA F. DOLLETE, Ed.D.
Chief, Curriculum Implementation Division

NICASIO S. FRIO
Acting Assistant Schools Division Superintendent

Approved:

MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

Enclosure No. 10



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Division of Capiz
Banica, Roxas City



**A PROJECT PROPOSAL FOR INNOVATION IN SCHOOL
FOR SCHOOL YEAR 2016-2017**

Proponent

Composition of Project Evaluators

Engr. Marlon Clarito

Teresita A. Barrio, Ph.D.

Marggie A. Obligacion, Ph.D.

Project Consultants

Segundina F. Dollete, Ed.D.

Marlon P. Destreza, Ed.D.

ASDS Nicasio S. Frio