



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division of Capiz

June 16, 2023

DIVISION MEMORANDUM
No. **285** s. 2023

**REITERATION OF GUIDELINES ON WRITING A PROJECT PROPOSAL
AND COMPLETED REPORT FOR INCOME GENERATING PROJECT (IGP)**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. This Office reiterates the Division Memorandum No. 116, s. 2017 titled Guidelines on Writing a Project Proposal for Innovation in Schools and Income Generating Project (IGP).
2. The IGP shall be conducted in schools to develop the entrepreneurship skills of the teachers and learners. This begins with writing a project proposal and then, submitting the completed report. Income Generating Projects shall focus on, but will not be limited to the following:
 - a. Agricultural crop and animal production;
 - b. Aquaculture;
 - c. Food processing, food service, and food delivery;
 - d. Entrepreneurial activities involving production and marketing; and
 - e. Services involving the Technology and Livelihood Education, and the Technical – Vocational - Livelihood Strand competencies.
3. Attached are the enclosures to guide the proponents in crafting their IGP, as follows:

Enclosure No. 1. Approved Division Format of an IGP Project Proposal

Enclosure No. 2. Approved Division Format of an IGP Completed Report



Address: Banica, Roxas City
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Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

4. Interested proponents may submit their proposal to the Senior Education Program Specialist in Research and Planning, School Governance and Operations Division.
5. Immediate dissemination of this memorandum is desired.


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

Enclosures: As stated

References: As stated

Under the following subjects:

TALENTS, SKILLS ENTREPRENEURSHIP, TEACHERS, STUDENTS



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Approved Division Format of an IGP Project Proposal

Guidelines on Writing an Income Generating Project Proposal

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

- A. identify what work is to be done;
- B. explain why this work needs to be done; and
- C. 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://fwww.authorstream.com/-innovation-educationf>)

Required Format

Aspects	Description
Font for headings	Century Gothic, font size 12, bold
Font for text portion	Century Gothic, font size 12
Margins and layout	Standard one-inch margin, one column, and single-sided printing
Paragraphing	Indented paragraphs, no line skipping between paragraphs in a section
Page number	Bottom centered
Paper	Letter (8.5x11 inches)
Spacing	1.5



Approval Sheet

(Project Title)
Income Generating Project Proposal

Proponent:

Noted: (Immediate Head)

Reviewed:

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

ROLANDO B. JAMORA, PhD
Education Program Supervisor – EPP, TLE, and TVL

Recommending Approval:

SEGUNDINA F. DOLLETE, EdD
Chief, Curriculum Implementation Division

MA. LUNIE B. SAMPANI, CPA, MPA
OIC, Office of the Assistant Schools Division Superintendent

Approved:

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



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- 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
 1. General
 2. Specific
- IV. PROJECT DESCRIPTION (Brief)
- V. MECHANICS AND IMPLEMENTATION (Pre, During and Post)
- VI. EXPECTED OUTPUT
 1. Production capacity and expected outputs
 2. Projected summary of Gross Sale of Products
- VII. WORKPLAN OF ACTIVITIES (Can be presented in table form)
 1. Major Activities
 2. Persons Responsible
 3. Time frame or duration (may be divided by quarter) can be presented in a table or Gantt Chart
- VIII. BUDGETARY REQUIREMENTS
 1. For production project (inputs, raw materials, tools and equipment, labor, packaging items, and period and cost of production)
 2. For services like TVL snackhaus, Wellness Center, etc. (tools, utensils, equipment, materials, and period and cost of operation)
 3. For administrative expenses (particulars - monitoring and evaluation and training on financial record keeping, online marketing, etc.)
- IX. PROJECT OPERATIONAL DESCRIPTION
 - Market
 1. Product Description
 2. Target Market
 3. Price (prevailing market price)
 4. Terms of Sale (wholesale, retail, direct or online consumers)
 5. Projected Sale Volume and cost
 - Technical
 1. Project Location
 2. Production capacity and expected output
 3. Technical Production Processes
 - Organization and Management
 1. Project Organization and Management Structure
 - Financial
 1. Capital Requirement
 2. Source of Funds
 3. Investment Cost
 4. Projected Income Statement
- X. MONITORING AND EVALUATION



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Enclosure No. 2 of Division Memorandum No. 285 s. 2023
Income Generating Project Completed Report (Format)

Approval Sheet

(Project Title)

Income Generating Project Completed Report

Proponent:

Noted: (Immediate Head)

Reviewed:

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Senior Education Program Specialist Planning & Research

ROLANDO B. JAMORA, PhD
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