



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros oriental

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
No. 180, s. 2021

12 MAR 2021

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

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public School District Supervisor  
School Heads  
All Others Concerned

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, teaching 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 guides in crafting the innovative project, to wit;

Enclosure No. 1. Approved Division Format of a Project Proposal

Enclosure No. 2. Approved Division Format of a Complete Project

Enclosure No. 3. Format of a Project Proposal for Innovation in Schools

Enclosure No. 4. Approval Sheet, Signatories, Composition of Project Evaluators,

Enclosure No. 5. Checklist (to be evaluated first by the district Project Evaluators before submitting it to the division Project Evaluators)

4. All Public Schools District Supervisors/School Heads are directed to encourage and provide technical assistance to our school/district personnel to submit their proposal to the Division Office through channel for evaluation using the prescribed template.
5. To ensure health and safety of the participants, this division mandates all personnel to practice social/physical distancing (at least one meter apart) wearing of face masks, face shields and using new essentials (alcohol/hand sanitizers), observance to the minimum health standards and preventive measures during the conduct of the said activity.
6. Please be reminded that **learner's participation/involvement is strictly prohibited** while we are still on pandemic situation.
6. For your information and guidance.

**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros oriental

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## **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 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**

## **V. Project Methodology**

This section 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.

### **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 the possible result.)

# **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 explicit/ what goals the project is aiming to achieve.

## **V. Project Methodology**

This section 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

## **B. Project Deliverables**

Make a list of projects "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. Appendices**

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

## Format of a Project Proposal for Innovation in Schools

<b>Aspect</b>	<b>Description</b>
Font for headings	Bookman Old Style
Font for text portion	12-points Bookman Old Style
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

**Enclosure No. 4**

**APPROVAL SHEET**

This proposal for the Income Generating Project (IGP) entitled “\_\_\_\_\_” presented and submitted by \_\_\_\_\_ has been examined and is recommended for acceptance and approval for implementation.

Noted by:

(Immediate Head)

(District Supervisor)

Reviewed/Evaluated:

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DEPS

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DEPS

Recommending Approval:

**RACHEL B. PICARDAL, Ed. D**  
Chief, School Governance & Operation Division

**NILITA L. RAGAY, Ed. D.**  
**OIC CID Chief-Assistant Schools Division Superintendent**

Approved:

**SENEN PRECILLO P. PAULIN, CESO V**  
Schools Division Superintendent



Enclosure No. 5



Republic of the Philippines

Department of Education

REGION VII - CENTRAL VISAYAS

SCHOOLS DIVISION OF NEGROS ORIENTAL

District: \_\_\_\_\_

School: \_\_\_\_\_

**Checklist of Project Proposal/Complete Project**

<b>Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
Name of Proponent			
Project Title			
Project Time-frame			
I. Project Contacts			
II. Project Summary			
III. Project Background			
IV. Project Objectives (Stated in bullet form)			
V. Project Methodology			
A. Work Breakdown and Task Time Estimates			
B. Project Deliverables			
C. Project Risk Management			
VI. Project Costs			
A. Project Budget			
B. Source of Funds			
<i>Should not come from the MOOE Funds</i>			
<i>Include VII-IX for completion report</i>			
VII. Monitoring and Evaluation			
VIII. Next Steps			
IX. Appendices			

Checked by:

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