



Republic of the Philippines
Department of Education
Region V

SCHOOLS DIVISION OFFICE OF CAMARINES SUR

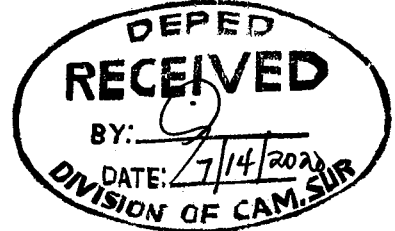
July 13, 2020

DIVISION MEMORANDUM

No. 166, s. 2020

GUIDELINES ON PROPOSALS FOR CURRICULUM INNOVATIONS, INCOME GENERATING PROJECTS, SPECIAL PROGRAMS AND PUBLICATION OF ARTICLES

TO: Assistant Schools Division Superintendent
Chief Education Supervisors CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Principals/ School Heads (Elementary and Secondary)
All other concerned



1. In line with the efforts to ensure quality education and meaningful learning to every student through the implementation of the K to 12 Curriculum, the Department of Education Schools Division Office of Camarines Sur formulated and restructured the guidelines on the proposals for Curriculum Innovations, Special Programs and Projects, Publication of Articles including its implementation process.
2. All supervisors, school heads, teachers, personnel and other staffs are encouraged to come up with innovations to facilitate the learning process and delivery systems. It is expected that the output should be in line with the respective duties and responsibilities.
3. Details of the guidelines are found in Enclosure 1 and 2 of this Memorandum for reference and will be adopted effective this School Year 2020-2021.
4. For information, guidance and immediate dissemination.

LOIDA N. NIDEA, CESO VI
Schools division Superintendent

References:

DepEd Order No. 66 s. 2007
DepEd Order 43, s. 2015, DO 31, s. 2012

*To be included in the perpetual index
under the following subjects*

CURRICULUM INNOVATION LEARNING



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Enclosure No. ___. Division Memorandum No. ___ s. 2020

**GUIDELINES ON CURRICULUM INNOVATIONS, INCOME GENERATING PROJECTS,
SPECIAL PROGRAMS AND PROJECTS AND PUBLICATION OF ARTICLES**

These guidelines in the submission and approval of proposals for Curriculum Innovation, Income Generating Projects, Special Programs and Projects and Publication of Articles were developed to allow teachers and personnel to “contextualize and localize” instructional materials (IM’s) and learning resources, enhance curriculum competencies, improve instructional processes, document and share their educational practices and improve learning outcomes and delivery of the K to 12 Curriculum. This would also empower the schools to initiate curricular innovations and encourage teachers and personnel to think creatively.

CURRICULUM INNOVATIONS

A. Definition

“Technically, “innovation” is defined merely as “introducing something new;” there are no qualifiers of how ground-breaking or world-shattering that something needs to be—only that it needs to be better than what was there before. It is a “fresh thinking that creates value” (Richard Lyons via Economist, 2007). “Innovation is not the result of thinking differently. It is the result of thinking deliberately (in specific ways) about existing problems and unmet needs.”(Razeghi, Andrew. The Riddle. San Francisco: Jossey-Bass, 2008,1, 24. *Therefore, to innovate is to question the “box” in which we operate and to innovate outside of it as well as within.*” (Washor, Huffington Post 2009)

B. Categories

In order for the innovations to be approved, they should have impact in education, specifically in the implementation of programs and DepEd orders and more importantly it should be significant in the teaching and learning process.

1. Educational Systems and Policies/ Management and Administration

(Include innovations in hiring and recruitment process such as online/ electronic system, policies maximizing the implementation of existing laws and DepEd orders such as citizen’s charter and anti-red tape)



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2. Educational/ Instructional Supervision and Technical Assistance

(Include innovations in the process of conducting instructional supervision and technical assistance, handbook in instructional supervision, tools for monitoring and TA and other related tasks of educational leaders)

3. Instructional Strategies/ Techniques/ Delivery Systems

*(Include development of instructional materials, new/modified approaches and styles in teaching, Integration of ICT in teaching include among **Learning Modules, Worktexts, Workbooks and other instructional materials (IM's) such as Teachers Investigatory Projects (IP's), Strategic Intervention Materials (SIM) and GRASPS Performance Tasks-Sheet**, subject to the following conditions which shall be certified by the LRMDs Education Program Supervisor:*

- a. NO available downloadable materials in the DepED Learning Portal;
- b. That such instructional material (IM) is a "**skills-Specific**" which specify learning competencies or skills to be developed perceived as **difficult to teach** by the teacher and **difficult to learn** by learners, based on **diagnostics testing** conducted; and,
- c. That such instructional material (IM) to be developed complies with the provision **against Plagiarism**.
- d. For SIM and GRASPS, must contain at least 5 learning competencies per Quarter

4. School-based Initiatives for Student Welfare

Include special programs such as Comprehensive School Reading Programs, Enrichment Programs, Crafting of Handbooks/ Manuals for Students and others which would respond to the existing problem and improve learning outcomes.

5. Income Generating Project (IGP)

IGP is a school or community-based initiated projects which is anchored on the principle of sustainability, collaboration, empowerment and Community of Practice (CoP). It aims to augment school's financial resources to finance existing programs and projects while developing the skills and competencies of students as identified in the K to 12 curriculum. It is also a means of creating opportunities, using existing and new resources to generate additional revenue streams that can be added to traditional funding to fund school projects. IGP should adhere to "no collection policy" and prohibits any form of solicitations



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C. IMPACT and RELEVANCE

Innovations and IGP's should be cost effective, efficient and could be adopted to other schools (Results could be easily be replicated). It should be sustainable and must have a long-term impact.

D. DURATION

Curricular Innovations

Implementation of Innovations will depend on the kind of innovation and their action plan as to completion.

- a. For Innovation on Instructional Materials Development, Educational Systems and Policies/ Management and Administration, Educational/ Instructional Supervision and Technical Assistance, Instructional Strategies/ Techniques/ Delivery Systems, and School-based Initiatives for Student Welfare shall be implemented for a minimum of one (1) school year which includes try-out, validation and printing of the materials (if applicable).
- b. For Income Generating Projects (IGP) it should be implemented for a minimum of 2 years including validation.

E. Other Details

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SPECIAL PROGRAMS AND PROJECTS

These are programs and projects crafted and developed to address specific problems in the school in all learning areas that may lead in developing modules, guides, worksheets, exercises as a response to the problem that would lead in improving learning outcomes.

A. Categories

All special programs and projects should fall under the following categories:

- K to 12 Implementation
- The Learning Process (Pedagogy, Strategies, Approaches to teaching)
- Assessment and Evaluation of Learning
- Professional Learning Community
- ICT and Computer-based Education
- School Leadership and Management
- Educational Psychology



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Region V

SCHOOLS DIVISION OFFICE OF CAMARINES SUR

- Reading, Mother-Tongue Based Multilingual Education and Communication Arts
- Special Education
- Program Implementation and Evaluation
- School Governance and Operation
- Other relevant strands (to be determined by the Innovation-Research Screening and Support Committee)

B. IMPACT and RELEVANCE

It should be significant to the curriculum and have impact in improving learning outcomes. The programs must be cost-effective, efficient, sustainable and could be adapted to other schools (results could easily be replicated).

C. IMPLEMENTATION and DURATION

The Special Programs and Projects shall be implemented for a minimum of one semester or two (2) quarters to ensure its effectivity on improving learning outcomes.

D. SIGNATORIES

For school-based special programs and projects shall be approved by the **School Principal** and for district level projects, it will be approved by the **Public Schools District Supervisors** while Division-wide programs shall be signed by the **Assistant Schools Division Superintendent**.

PUBLICATION OF ARTICLES

A. Definition

An article is a nonfictional prose composition usually forming an independent part of a publication or a piece of writing usually intended for publication in a newspaper, magazine or journal, DepEd Journals/websites and is written for a wide audience.

B. Content

The content of the article should be relevant to education specifically in the teaching and learning process. Nonetheless, articles under the following categories could be considered:



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Department of Education
Region V

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- a. K to 12 Implementation
- b. The learning Process (Pedagogy, Strategies, Approaches to teaching)
- c. Assessment and Evaluation of Learning
- d. Professional Learning Community
- e. ICT and Computer-based Education
- f. School Leadership and Management
- g. Educational Psychology
- h. Reading, Mother-Tongue based Multilingual Education and Communication Arts
- i. Special Education
- j. Program Implementation and Evaluation
- k. School Governance and Operation
- l. Other relevant strands (to be determined by the Innovation-Research Screening and Support Committee)

C. Other Details

- a. The length of the article should be at least two pages with a minimum of 1000 words and with at least three academic sources.
 - Articles could be published in various media such as: Academic journals, educator's publications, DepEd Journals/websites and widely disseminated periodicals (except School Papers).

Composition of Committee on Implementation of Curriculum Innovations, Income-Generating Projects, Special Programs and Projects and Publication of Articles

Chairperson:	Assistant Schools Division Superintendent (Elementary/Secondary)
Co – Chairpersons:	Chief Supervisor for Curriculum Implementation Division (CID) / SGOD – <i>depending on the area and category of the innovations, IGP and special programs</i>
Members:	Education Supervisor - (LRMDS) Education Supervisor of the Concerned Area Public Schools District Supervisor of the concerned district
Secretariat:	PDO II - LRMDS Division Librarian ASDS Office Admin. Asst.



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**FORMAT OF PROPOSAL for INNOVATIONS/ INCOME-GENERATING PROJECTS
/SPECIAL PROGRAMS AND PROJECTS**

- A. Cover Page**
- B. Rationale (minimum of 1 paragraph but not more than 3 paragraphs)**
- *Introduction of the existing problems to be solved with baseline data*
 - *Existing solutions being implemented (if there are)*
 - *Introduction of the innovation and its possible impact in education*
- C. Objectives (minimum of 3 but not more than 5 objectives)**
- *It should address the problems presented and be in line with the curriculum competencies/mandates of DepEd*
 - *Objectives should be specific, measurable, attainable, result-oriented and time- bound*
 - *Objectives should be taken from the K to 12 competencies depending on the learning area and Grade Level that will be addressed by the curriculum innovation and income generating projects*
- D. Expected Outcomes, Beneficiaries and Impact in Education (not more than 2 paragraphs)**
- *Clearly states the impact of the innovation to education, specifically the teaching and learning process.*
 - *Identify the beneficiaries of the innovation and how they will be affected by the innovation*
 - *For IGP, identify how the income/proceeds will be used and its impact on improving learning outcomes*
- E. ACTIVITIES/ STRATEGIES/ METHODOLOGY**
- *Detailed description of the process*
 - *Sequentially arranged activities*
 - *Resources, persons responsible and time Frame*
- F. Detailed Budget/ Financial Plan**
- *Source of Fund/s*
 - *Expenses for materials and other needs*
 - *Expected Income (for IGP)*
 - *Observe the "No Collection Policy"*
-



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G. Persons Involved/Working Committee

- *Working Committee*
- *Terms of References of every committee*

H. MONITORING AND EVALUATION PLAN

ACTIVITIES	SCHEDULE	OUTCOMES	MONITORING PERSONNEL

I. SUSTAINABILITY PLAN

- Includes the processes on how the innovation will be sustained and maintained in the school
- Activities and improvement of the innovation in short and long-term basis



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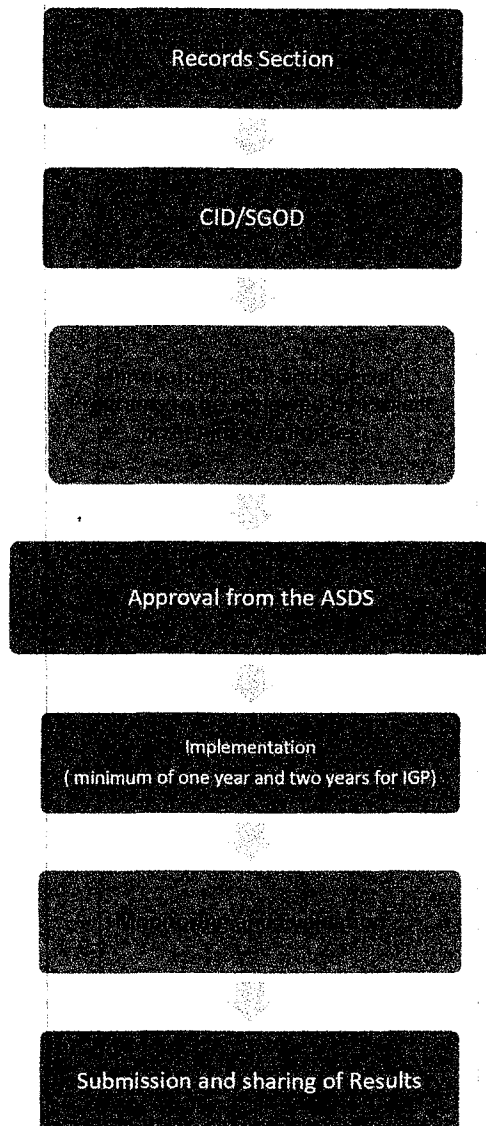


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Enclosure No. 2. Division Memorandum No. ____, s. 2020 (Process Flow and Templates)

The flow chart below shows the complete process for the submission of PROPOSAL for INNOVATIONS/ INCOME-GENERATING PROJECTS /SPECIAL PROGRAMS AND PROJECTS



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FORMAT FOR INNOVATION/IGP

A. Cover Page	Refer to the attached template			
B. Rationale				
C. Objectives				
D. Expected Outcomes, Beneficiaries and impact in Education				
E. Activities/ Strategies/Methodology				
F. Detailed Budget/ Financial Plan	a. Source of Fund/s b. Expenses c. Projected Income <i>(for IGP only for 2 years)</i>			
G. Persons Involved/ Working Committees				
H. Monitoring and Evaluation Plan	Activity/ies	Schedule	Outcomes	Monitoring personnel
I. Sustainability Plan				
J. Signatories	At the end of the proposal: Prepared by: Signed by the Proponent/s Approved: Signed by the ASDS (no more initials since the attached cover page has been signed)			



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Template for COVER PAGE of the PROPOSAL

TITLE OF INNOVATION/IGP/Special Program:

NAME OF THE PROPONENT:

POSITION /DESIGNATION:

STRAND OF THE INNOVATION/IGP/Special Program:

NAME OF SCHOOL/DISTRICT/OFFICE:

ENDORSED BY: (immediate head)

RECOMMENDING APPROVAL:

(just leave it blank, the committee will determine the reviewers of the proposal)

MEMBER 1. _____

MEMBER 2. _____

MEMBER 3. _____

CO-CHAIRPERSON: Chief CID/SGOD (depending on the area)

APPROVED BY: Chairperson/ASDS

DATE OF PROPOSAL/ IMPLEMENTATION:



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PARTS OF FINAL TECHNICAL REPORT

- a. Copy of the Approved proposal (separate from the Technical Report)
- b. Cover page
- c. Narrative Report of the Actual Methodology in relation to the objectives
(Documentations and Templates should be integrated in the narrative report)
- d. Narrative interpretation of assessment/evaluation of the innovation/IGP and Special Programs and Projects
- e. Impact or significance to the beneficiaries (narrate how it improved the learning process)
- f. Certification that the innovation was adapted by other classes/ schools/ districts in the division (*for curriculum innovation only*)
- g. For Income Generating Projects transparency should be observed by including a financial report reflecting the expenses, cash generated and intended projects.
- h. Appendices (Includes the final innovation such as workbook, book, IM's and other materials used)
- i. Layout
 - Bond Paper Size : A4 Font Style : Bookman Old Style
 - Font Size : 11 Text Spacing : 1.5 Space
 - Margin : Default

Template for the Technical Report



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A. Cover Page	Refer to the attached template
B. Narrative Report	Actual Methodology in relation to the objectives (Documentations and Templates should be integrated in the narrative report)
C. Assessment/Evaluation	Narrative interpretation of assessment/evaluation of the innovation Attach the results of evaluation if applicable
D. Impact or significance to the beneficiaries	Narrate how it improved the learning process
*Certification that the innovation was adapted by other classes/ schools/ districts in the division	(for curriculum innovation only)
*Financial report reflecting the expenses, cash generated and intended projects	(For Income Generating Projects)
E. Appendices	Includes the final innovation such as workbook, book, IM's and other materials used The proponent will submit copies of the material to LRM Section.
F. Signatories	At the end of the Technical Report: Prepared by: Signed by the Proponent/s Approved: Signed by the ASDS (no more initials since the attached cover page has been signed)
Note: Attach the Approved proposal	

Template for Cover Page for TECHNICAL REPORT



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COVER PAGE

TITLE OF INNOVATION/IGP/Special Program:

NAME OF THE PROPONENT:

POSITION /DESIGNATION:

STRAND OF THE INNOVATION/IGP/Special Program:

NAME OF SCHOOL/OFFICE:

ENDORSED BY: (immediate head signature)

CO-CHAIRPERSON: Chief CID/SGOD Signature (depending on the area)

APPROVED BY: Chairman/ASDS Signature

DATE OF IMPLEMENTATION:



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July 13, 2020

DIVISION MEMORANDUM
No. _____, s. 2020

GUIDELINES ON PROPOSALS FOR CURRICULUM INNOVATIONS, INCOME GENERATING PROJECTS, SPECIAL PROGRAMS AND PUBLICATION OF ARTICLES

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