



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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DIVISION MEMORANDUM


No. **189**, s. 2015

DEED DIVISION OF
BAGUIO CITY
OCT 18 2015
RELEASED

BAGUIO CITY DIVISION PROJECT/PROGRAM INNOVATION FORMAT

To : **Curriculum Implementation Division (CID)**
School Governance and Operations Division (SGOD)
All Public School Heads
Public School Teachers
Teaching Related Personnel
Non-teaching Personnel

1. This is to inform to all concerned Baguio City Division personnel regarding the new Division project/program innovation format (see enclosure documents).
2. All concerned proponents shall adopt and follow all indicated contents, workflow, and other related instructions.
3. Immediate and wide dissemination of this Memorandum to all concerned is required.


FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent

**Department of Education - BAGUIO CITY DIVISION
PROJECT/PROGRAM INNOVATION FORMAT**

I. COVERAGE as contextualized in DepEd Baguio Division:

A. Two sources of INNOVATION:

1. First, project/ program innovation as an **offshoot** of the complete action research being conducted by the proponent/researcher himself or herself; or an offshoot based on the recommendation/s of action researches conducted by other researchers. For the latter, please properly acknowledge the researcher using below example of citation format:
 - ...According to the action research conducted..., there is a need for a transport system (Lami-ing, 2015)...
 - According to Lami-ing (2015)...
2. Second, project/ program innovation as a **concept** establishing the following elements (DepEd Baguio Division Personnel Selection Board, 2013):
 - a. Demonstration of creativity, initiative and innovativeness through the development of new or superior work procedures. Methods, inventions, and devices. Innovative work plans include a modification or enrichment of existing procedures (Adopted, DECS Order 54, s. 1993).
 - For teaching and teaching related personnel, innovation should focus on instructional leadership, educational management and curriculum innovations (p.3).
 - For non-teaching personnel, it should focus on organizational efficiency, work procedures, leadership, and educational support system (p.3).

B. Two types of innovation:

To avoid confusion, the Baguio Division has adopted a well-defined definition between project and program. Please refer to Table 1.

Table 1.

Types of Innovation: Adopted Definitions

ELEMENTS	PROJECT	PROGRAM
Objectives	Outputs – tangible; relatively easy to describe, define and measure; tending towards objective.	Outcomes – often intangible; difficult to quantify; benefits often based on changes to organizational culture and behaviors; introducing new capabilities into the organization; tending towards subjective.
Scope	Strictly limited; tightly defined; not likely to be subject to material change during the life of the project.	Not tightly defined or bounded; likely to change during the life cycle of the program.
Duration	Relatively short term; typically three to six months.	Relatively long term typically eighteen months to three years.
Risk profile	Project risk is relatively easy to identify and manage. The project failure would result in relatively limited impact on the organization relative to program risk.	Program risk is more complex and potentially the impact on the organization if a risk materializes will be greater relative to project risk. Programme failure could result in material financial, reputational or operational loss.
Nature of the problem	Clearly defined.	Ill-defined; often disagreement between key stakeholders on the nature and definition of the problem.
Nature of the solution	A relatively limited number of potential solutions.	A significant number of potential solutions with often with disagreement between stakeholders as to the preferred solution.
Stakeholders	A relatively limited number of stakeholders.	A significant number of diverse stakeholders; probable disagreement between them as to the definition of the problem & the preferred solution.
Relationship to environment	Environment within which the project takes place is understood and relatively stable.	Environment is dynamic; and programme objectives need to be managed in the context of the changing environment within which the organization operates.
Resources	Resources to deliver the project can be reasonably estimated in advance.	Resources are constrained and limited; there is competition for resources between projects.

Source: Difference between a Project and Program. Retrieved from <http://www.independent-consulting-bootcamp.com/difference-between-a-project-and-a-program.html>

II. TECHNICAL GUIDELINES

A. General Formatting

1. Follow the research standardized research formatting, citing, or referencing as applicable (Please refer to action research writing guidelines.) **EXCEPT** the following:
 - a. SIZE OF PAPER : legal
 - b. SPACING: single-spaced
2. Use the PROJECT/PROGRAM INNOVATION PROPOSAL and PROJECT/PROGRAM INNOVATION REPORT templates, no need to write a transmittal letter.

B. Contents of the PROJECT/PROGRAM INNOVATION (choose one) PROPOSAL:

I. PROJECT/ PROGRAM (choose one) TITLE

II. PROPONENT

- First Name/ Middle Initial/Last Name
- School
- School Address
- School Year

III. INNOVATION DESCRIPTION

- Not more than ten sentences

IV. ABSTRACT OF THE CONDUCTED ACTION RESEARCH (If offshoot of research)

- Copied from the approved action research
- Include target duration of the innovation

RATIONALE

(If used as concept)

- Gap/problem analysis
- Significance of the innovation
- Not more than 500 words

V. PRE-IMPLEMENTATION PHASE

A. Preparatory Mechanisms

- To include communications and all other logistics prior to the implementation phase

B. Budgetary Requirements

- To include all supplies, materials, equipment, human resources, among others that are needed in the project/program innovation. Likewise, include the source of funds to be utilized.

VI. IMPLEMENTATION PHASE

- Simply narrate activities to be done while the innovation is currently being implemented.

VII. POST IMPLEMENTATION PHASE

A. Evaluation

- Discuss all mechanisms for sustainability of the project/program
- Attached tool of assessment to determine the level of effectiveness of the innovation

III. Contents of the PROJECT/PROGRAM (choose one) INNOVATION REPORT

I. PROJECT/ PROGRAM (choose one) TITLE

II. PROPONENT

- First Name/ Middle Initial/Last Name
- School
- School Address
- School Year

III. INNOVATION DESCRIPTION

- Just copy what was written in the project/program innovation proposal

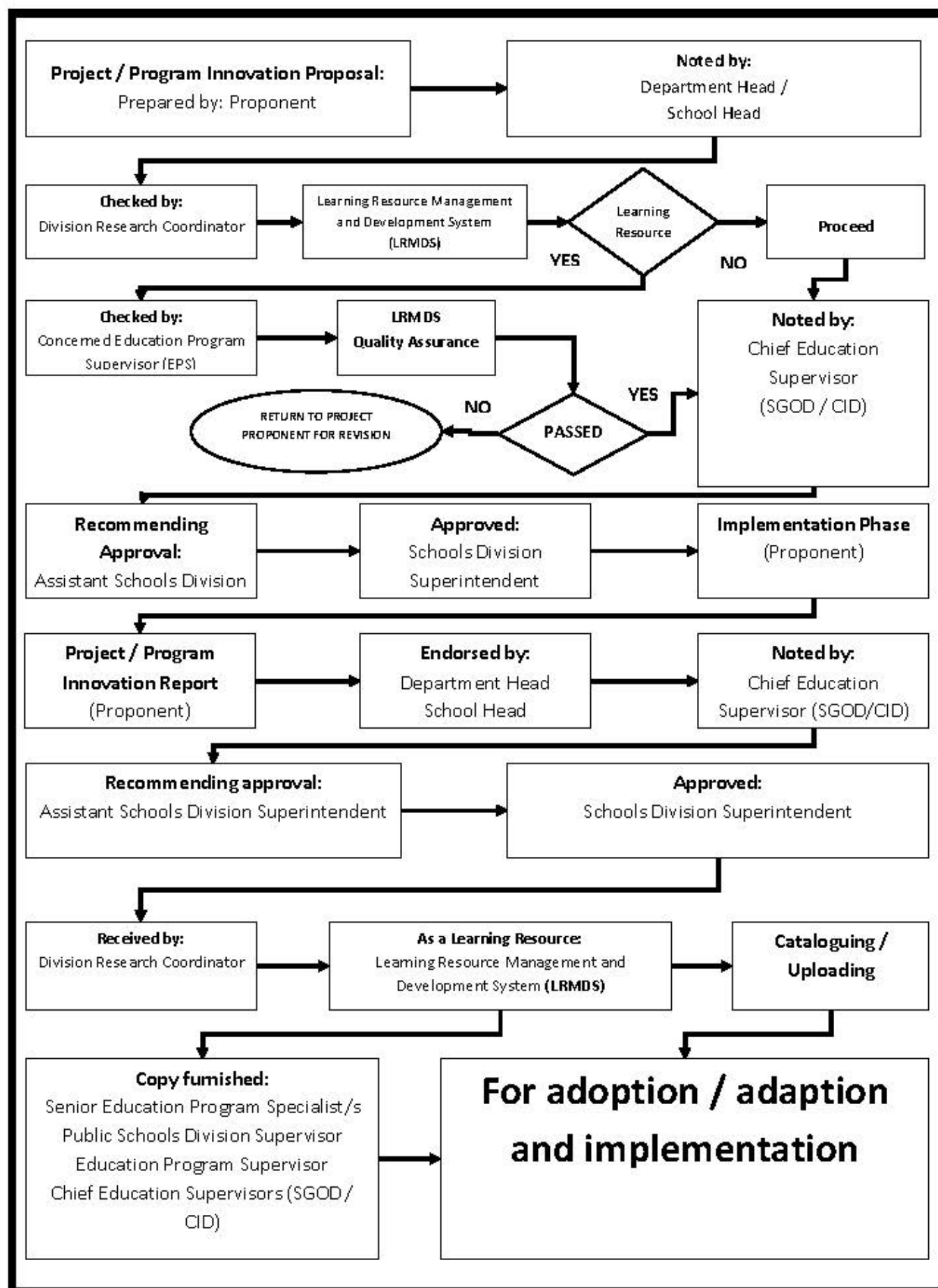
IV. FEEDBACK ON THE MECHANISMS FOR SUSTAINABILITY OF THE PROGRAM/PROJECT

- After the actual conduct of the innovation, provide the Division with the actual evaluation result/findings and report to further enhance the innovation.

V. ANNEX A. DOCUMENTATION

- Include but not limited to photos, attendance sheets, and other documentation papers.

PROJECT / PROGRAM INNOVATION WORKFLOW



(Insert Division logo here)

PROJECT/PROGRAM INNOVATION PROPOSAL

Name of Proponent: _____
(First Name) (MI) (Last Name)

Date

Title : _____

Name of School/Division and Section : _____

Address of School: _____

Contact Number: _____

School Level

Noted by:

Department Head
Date: _____

School Head
Date: _____

Division Level

Checked by:

REYNALYN T. PADSOYAN
Division Research Coordinator
Date: _____

JERRY C. YMSON
EPS- LRMDs
Date: _____

Noted:

Chief Education Supervisor (SGOD/CID)
Curriculum Implementation Division
Date: _____

Recommending approval:

Approved:

ATTY. AUGUSTIN P. LABAN III
Assistant Schools Division Superintendent
Date: _____

FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent
Date: _____

(Insert Division logo here)

PROJECT INNOVATION REPORT

Project/Program Title: _____

Proponent:

Signature over printed name

Name of School/Division and Section : _____

Address of School: _____ *Contact Number:* _____

Date: _____

School level

Endorsed by:

Department Head

Date: _____

School Head

Date: _____

Division Level

Noted:

Chief Education Supervisor (SGOD/CID)

Date: _____

Recommending approval:

Approved:

ATTY. AUGUSTIN P. LABAN

Assistant Schools Division Superintendent

Date: _____

FRANCIS CESAR B. BRINGAS, CESO VI

Schools Division Superintendent

Date: _____

Received:

REYNALYN T. PADSOYAN

Division Research Coordinator

Date: _____

JERRY C. YMSON

EPS-LRMDS

Date: _____

Copy furnished:

Learning Resource Management System (LRMDS)

Senior Education Program Specialists (as applicable)

Public Schools Division Supervisors

Education Program Supervisors

Chief Education Supervisor/s (SGOD/Curriculum)