



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
82 Military Cut-Off, Baguio City

Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819



DIVISION OF  
BAGUIO CITY

SEP 13 2016

**RELEASED**

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DIVISION MEMORANDUM

No. 271, s. 2016

**Policy on Innovation Writing:  
an Addendum to Division Memorandum No. 189, 2015  
(Baguio City Division Project/Program Innovation Format)**

To : All Schools Division Office Personnel  
Public Teaching, Teaching Related, and Non-Teaching Personnel

1. It is the thrust of this office to continuously improve the delivery of all SDO processes efficiently and effectively. Cognizant therein, please take note of the following instructions relative to policy on innovation writing :
  - a. All proponents with learning resource (LR) material related innovations shall follow the Learning Resource Management and Development System (LRMDS) guidelines and workflow.
  - b. All proponents with non-LR material innovations shall follow DM No. 189, s. 2015 with some changes on its signatories. Please refer to enclosures.
2. Immediate and wide dissemination of this Memorandum to all concerned is required.

**ATTY. AUGUSTIN P. LABAN III**  
Attorney III  
OIC- Schools Division Superintendent

**ELMA D. DONAAL, EDD**  
Chief, School Governance  
and Operations Division

(Insert school logo here)

**PROJECT/PROGRAM INNOVATION PROPOSAL**

Name of Proponent: \_\_\_\_\_  
Date \_\_\_\_\_  
(First Name) (MI) (Last Name)

Title : \_\_\_\_\_  
\_\_\_\_\_

Name of School/Division and Section : \_\_\_\_\_

Address of School: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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**School Level**

Reviewed by:

\_\_\_\_\_  
Department Head  
Date: \_\_\_\_\_

\_\_\_\_\_  
School Head  
Date: \_\_\_\_\_

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**Division Level**

Recommending approval:

**ELMA D. DONAAL, EdD**  
Chief Education Supervisor  
Schools Governance and Operations Division (SGOD)  
Date: \_\_\_\_\_

Approved:

**ATTY. AUGUSTIN P. LABAN III**  
Attorney III  
OIC - Schools Division Superintendent  
Date: \_\_\_\_\_

(Insert school logo here)

**PROJECT/PROGRAM INNOVATION REPORT**

Project/Program Title: \_\_\_\_\_  
\_\_\_\_\_

Proponent:

\_\_\_\_\_  
*Signature over printed name*

*Name of School/Division and Section* : \_\_\_\_\_

*Address of School:* \_\_\_\_\_ *Contact Number:* \_\_\_\_\_

Date: \_\_\_\_\_

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**School level**

Endorsed by:

\_\_\_\_\_  
*Department Head*  
Date: \_\_\_\_\_

\_\_\_\_\_  
*School Head*  
Date: \_\_\_\_\_

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**Division Level**

Recommending approval:

**ELMA D. DONAAL, EdD**  
*Chief Education Supervisor*  
*Schools Governance and Operations Division (SGOD)*  
Date: \_\_\_\_\_

Approved:

**ATTY. AUGUSTIN P. LABAN III**  
*Attorney III*  
*OIC-Assistant Schools Division Superintendent*  
Date: \_\_\_\_\_