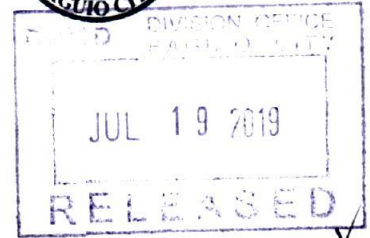
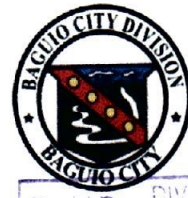




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLD DIVISION OFFICE OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819



DIVISION MEMORANDUM

No. 296, s. 2019

Updated Guidelines and Workflow on Project/Program Innovation Writing

To : All Public Teaching, Teaching Related, and Non-Teaching Personnel

1. The field is informed of the updated guidelines and workflow on project/program innovation writing as indicated in Division Memorandum No. 189, s. 2015 entitled *Baguio City Division Project/Program Innovation Format* and Division Memorandum No. 271, s. 2016 entitled *Policy on Innovation Writing: an Addendum to Division Memorandum No. 189, 2015 (Baguio City Division Project/Program Innovation Format)*. Refer to Enclosure No. 1 of this Memorandum.
2. Reiterating that all proponents with learning resource (LR) material related innovations shall follow the Learning Resource Management and Development System (LRMDS) guidelines and workflow.
3. All Continuous Improvement (CI) Projects as innovations shall follow the CI process until its completion.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

Communications/Planning and Research/School Governance and Operations Division

GUIDELINES AND WORKFLOW ON PROJECT/PROGRAM INNOVATION WRITING

I. COVERAGE as contextualized in the Schools Division Office of Baguio City :

A. Two sources of innovations:

1. First, project/ program innovation as an **offshoot** of research being conducted by the proponent/researcher; or an offshoot based on the recommendation/s of 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** which is the 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).

B. Scope of project/program innovations:

SDO Baguio City has adopted the scope of project/program innovations as presented in Table 1.

However, the following scope of innovations are not covered: (1) all learning resource (LR) material related innovations which guidelines and workflow shall follow the Learning Resource Management and Development System (LRMDS); (2) all Continuous Improvement (CI) projects which guidelines and workflow shall follow the CI process; and (3) all educational facilities related innovations which are funded under school/division Maintenance and Other Operating Expenses (MOOE), Parent-Teacher Association (PTA) Fund, Special Educaiton Fund (SEF), and other sources of fund which utilize human and physical resources of the school and other stakeholders (i.e. fund raising, tickets, among others).

Table 1

Scope of Project/Program Innovations

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 to the paper (refer to 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 PROPOSAL**:

I. PROJECT/ PROGRAM (choose one) TITLE

II. PROPONENT

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

III. INNOVATION DESCRIPTION

- State the description of the innovation in not more than 10 sentences.

IV. ABSTRACT OF THE CONDUCTED RESEARCH

(If offshoot of research)

- State the abstract of the research conducted.
- Discuss briefly the recommendation/s of the conducted research as basis/es for the innovation.

RATIONALE

(If used as concept)

- State the gaps/issues/concerns/problems as basis/es for the innovation.
- Discuss the significance of the innovation.
- Must not be more than 500 words.

V. PRE-IMPLEMENTATION PHASE

A. Preparatory Mechanisms

- Include communications and all other logistics prior to the implementation phase.
- Discuss the proponent's involvement in the implementation of the innovation.

B. Budgetary Requirements

- 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.
- Indicate the extent of your involvement in the implementation of the innovation.
- Attach any means of verification of the innovation through print screens, manual, pictures, matrix, or anything as applicable to the innovation.

VII. POST IMPLEMENTATION PHASE

A. Sustainability of the Innovation

- Discuss all mechanisms for sustainability of the project/program.

B. Evaluation

- Attach the tool of assessment to determine the level of effectiveness of the innovation as to program/project implementation.

III. Contents of the PROJECT/PROGRAM INNOVATION REPORT

I. PROJECT/ PROGRAM (choose one) TITLE

II. PROPONENT

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

III. INNOVATION DESCRIPTION



- Copy what was written in the approved project/program innovation proposal.

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

- After the actual conduct or implementation of the innovation, discuss the the project/program implementation evaluation results/findings and report to further enhance the innovation.

V. ANNEX A. DOCUMENTATION

- Include in the documentation the following: photos or print screens, attendance sheets, accomplished program/project implementation evaluation forms, and other applicable documentation papers.

	Third Level Form		Document Code: TLF-SGOD-PR-17 Revision: 03 Effectivity date: 07-19-2019
	PROJECT/PROGRAM INNOVATION PROPOSAL		Name of Office: SGOD-PR

Tracking Number: _____

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

Title : _____

Name of School/Functional Division/Section/Unit : _____

Address of School/Functional Division/Section/Unit : _____

Contact Number: _____ E-mail address: _____

IMMEDIATE SUPERVISOR'S ENDORSEMENT

(Add signatory/ies as applicable according to level of governance.)

*(Signature over Printed Name of Immediate Supervisor [Head Teacher/School Head/
 PSDS/ Functional Division Chief/Unit/Section Head])*

Date: _____

DIVISION LEVEL

Reviewed:

*Chief Education Supervisor
 Schools Governance and Operations Division/Curriculum Implementation Division*

Date: _____

Recommending approval:



Approved:

SORAYA T. FACULO, PhD
*Chief Education Supervisor
 Officer-In-Charge
 Office of the Assistant Schools Division Superintendent*

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

Date: _____

Date: _____

	Third Level Form		Document Code: TLF-SGOD-PR-17 Revision: 03 Effectivity date: 07-19-2019
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 (First Name) (MI) (Last Name)

Title : _____

Name of School/Functional Division/Section/Unit : _____

Address of School/Functional Division/Section/Unit : _____

Contact Number: _____ E-mail address: _____

IMMEDIATE SUPERVISOR'S ENDORSEMENT

(Add signatory/ies as applicable according to level of governance.)

*(Signature over Printed Name of Immediate Supervisor [Head Teacher/School Head/
 PSDS/ Functional Division Chief/Unit/Section Head])*

Date: _____

DIVISION LEVEL

Reviewed:

*Chief Education Supervisor
 Schools Governance and Operations Division/Curriculum Implementation Division*

Date: _____

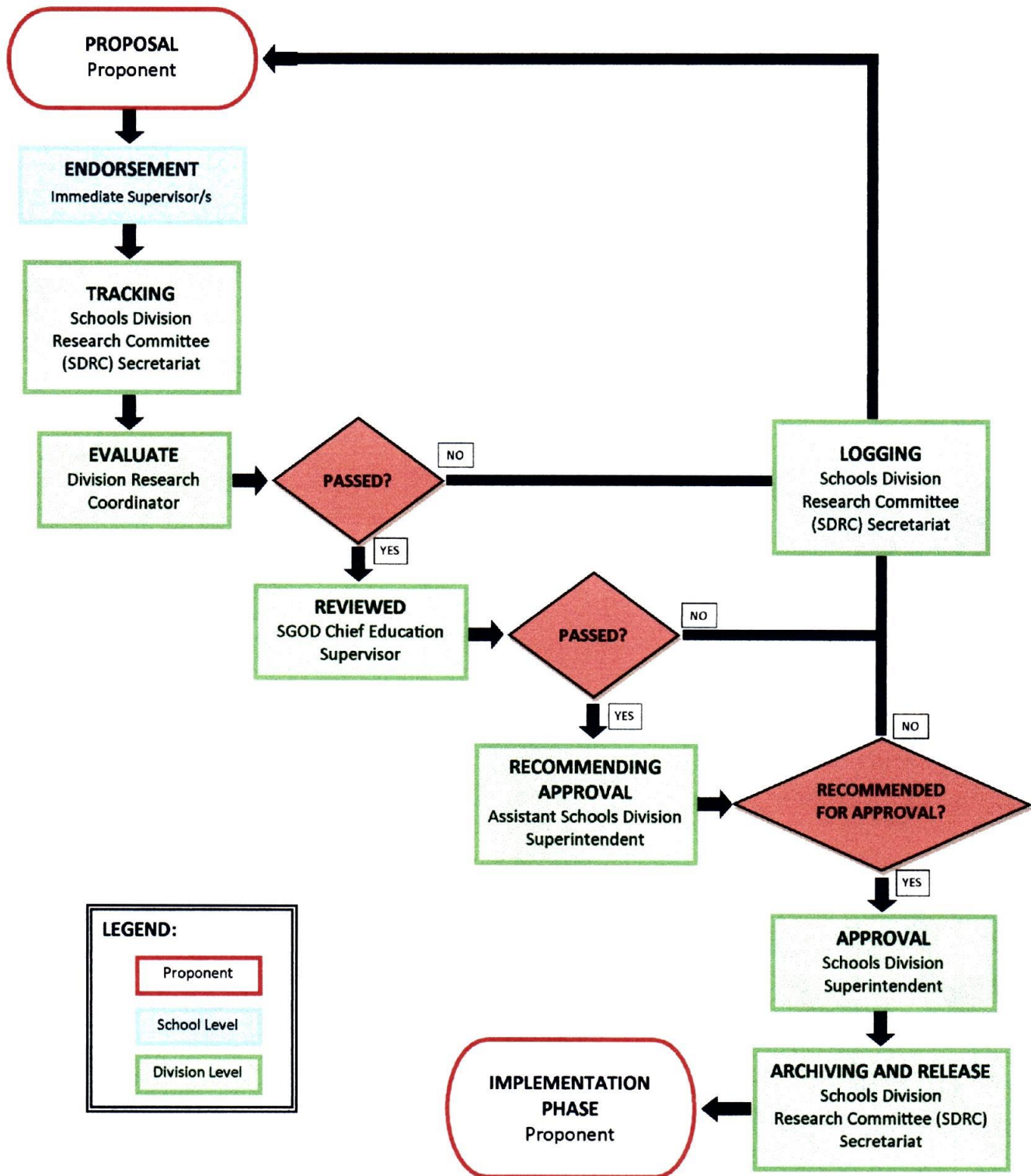
Recommending approval:

Approved:

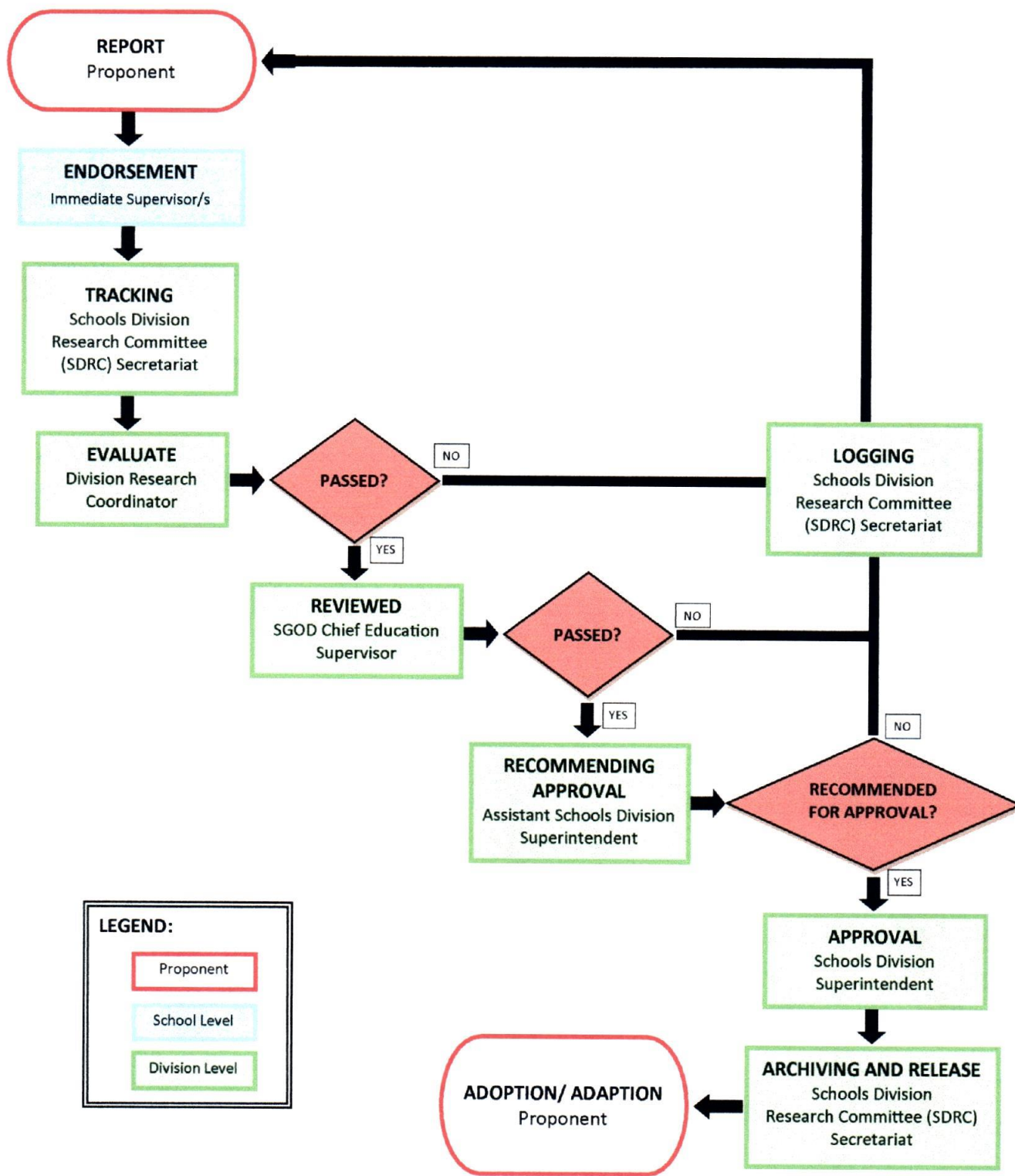
SORAYA T. FACULO, PhD
*Chief Education Supervisor
 Officer-In-Charge
 Office of the Assistant Schools Division Superintendent*
 Date: _____

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent
 Date: _____

Project/ Program Innovation Workflow Proposal



Project/ Program Innovation Workflow Report



LEGEND:

- Proponent
- School Level
- Division Level