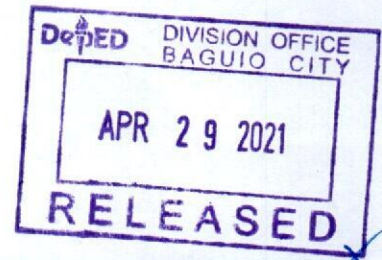




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



23 April 2021

DIVISION MEMORANDUM

No. 119, s. 2021

**COMPOSITION OF THE TECHNICAL WORKING GROUP ON THE ASSESSMENT AND
EVALUATION OF BEST PRACTICES, INNOVATIONS, CONTINUOUS
IMPROVEMENT(CI) PROJECTS, AND OTHER PROPOSALS GEARED TOWARDS
GOVERNANCE OF BASIC EDUCATION**

To: ALL Chief Education Supervisors
Education Programs Supervisors
Public Schools District Supervisors
School Heads
Teachers
Others Concerned

1. In compliance to RA 9155 known as Governance as Basic Education Act of 2001 provides among others the improvement of the teaching-learning process and school governance, aligned to the aim of the Department in improving its processes in the implementation of programs, projects and activities(PPAs) and in reiteration of RM 025, s 2021 on the Composition of the Technical Working Group on the Assessment and Evaluation of Best Practices, Innovations, Continuous Improvements(CI) Projects, and Other Initiatives geared towards Governance of Basic Education, the following shall compose the Division Committee on Projects/Innovations Review Committee(PIRC), who are as follows:

- Consultant – **MARIE CAROLYN B. VERANO, CESO V**
Schools Division Superintendent
- Chairperson – **CHRISTOPHER C. BENIGNO**
OIC – Assistant Schools Division Superintendent
- Vice – Chairperson- **JULIET C. SANNAD, EdD**
Chief, Curriculum Implementation Division
- Vice – Chairperson- **ARTHUR TIONGAN**
Chief, School Governance and Operations Division
- Members- **NIEVES D, EBANIO**
Administrative Officer V
- SANTIAGO L. BUGTONG**
PSDS
- VIRGINIA C. ALINDAYO**
PSDS
- NINO M. TIBANGGAY**
EPS



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com
Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019



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

ESTRELLA B. BULAY
 School Head

CHRISTOPHER DAVID G. OLIVA
 PDO II

Secretariat-

RACHELL C. FLORDELIZA
 Administrative Officer II

ALMA D. GAYOB
 Administrative Officer II



2. The designated Vice Chairperson will only act on matters regarding best practices, innovations, continuous improvement projects and other proposals dependent on the nature and purpose of the proposals such that for Curriculum Implementation matters will be JULIET C. SANNAD and School Governance Operations Division will be ARTHUR TIONGAN.
3. The SDO PIRC are tasked to assess, evaluate and monitor the implementation of the project proposals approved by the PIRC following the herewith attached enclosure no. 1. On Proposed Template for Project Proposals.
4. Accomplishment reports of implemented project proposals will be submitted to the PIRC subject for validation prior to approval and issuance of Certificate of Completion following the hereunder template:

ACCOMPLISHMENT REPORT

OBJECTIVES	DELIVERABLES (PAPS)	PERFORMANCE INDICATORS		OUTCOME/ OUTPUT	IMPACT(please provide Data)
		TARGET	ACTUAL		

Accomplishment reports should be documented with photos/videos.

5. Immediate and wide dissemination of this Memorandum to all concerned is desired.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent 



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbagueocity@gmail.com
 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certified
 Quality Management System
 CRN RU-19.2560.026
 Issued on 12/27/2019



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

Enclosure no 1 on DM no. _____ s, 2021 on the Composition of the TWG on the Assessment and Evaluation of Best Practices, Innovations, continuous Improvement Projects and Other Proposals geared towards governance and Basic Education.

PROPOSED TEMPLATE FOR PROJECT PROPOSALS

A. FORMAT

- Name of Proponent
- Project Title: Sentence summary of the project scope
- Project Time – frame
- Project Beneficiary
- 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.

I. 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?

II. 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.

III. Project Objectives

- State explicitly what goals the project is aiming to achieve.

IV. 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.



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com
Website: www.depedpines.com | Facebook Page: facebook.com/DepcdTayoBaguioCity



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019



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

B. Project Deliverables

- Make a list of project “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 deliverables.

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 occurring as well as its impact on the project and the clientele.

V. Project Costs

- In this section you will 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

VI. Monitoring and Evaluation

- Describe how progress will be evaluated throughout the duration of the project. Formulate clear indicators for objectives and results.

Prepared by:

Project Proponent

Reviewed by: Project Innovation Review Committee (PIRC)

Recommending Approval:

 Assistant Schools Division Superintendent

Approved:

 Schools Division Superintendent



“DepEd SDO Baguio City: We Serve, We Care.”

Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com
 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certified
 Quality Management System
 CRN RU-19.2560.026
 Issued on 12/27/2019