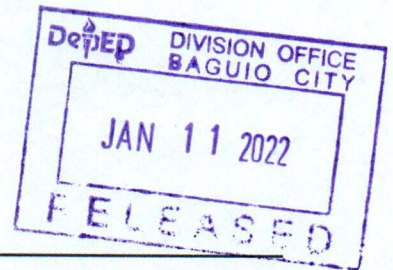




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



11 January 2022

DIVISION MEMORANDUM
NO. 012, s. 2022

INNOVATION MANAGEMENT SYSTEM

To : All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Innovation Proponents
Others Concerned

1. In compliance with the International Organization for Standardization (ISO) 9001:2015 Quality Management System (QMS) of the Schools Division Office of Baguio City, the field is informed to adopt the **Innovation Management System as indicated in the Division Memorandum 296, s. 2019 entitled Updated Guidelines and Workflow on Project/Program Innovation Writing.**

2. This Memorandum covers the Innovation and Management System only. For the innovation process manual and quality forms, please refer to Enclosures and download the templates through <https://bit.ly/ISOinnovtemp2022> :

Enclosure 1 - **IMPLEMENTING RESEARCH AND INNOVATION MANAGEMENT SYSTEMS**

(Document Code: PM-SGOD-PR-004)

Enclosure 2 - **PROJECT/INNOVATION REVIEW FORM A: PROPOSAL**

(Document Code: QF-SGOD-PR-021)

Enclosure 3 - **PROJECT/INNOVATION REVIEW FORM B: FINAL PAPER**

(Document Code: QF-SGOD-PR-022)

Enclosure 4 - **PROJECT/PROGRAM INNOVATION PROPOSAL**

(Document Code: QF-SGOD-PR-023)

Enclosure 5 - **PROJECT/PROGRAM INNOVATION REPORT**

(Document Code: QF-SGOD-PR-024)

3. **For all innovation proposals submitted at the SDO Proper from 29 April 2021 to the day before the release of this Memorandum**, please retain the written manuscripts based on Division Memorandum 119, s. 2021 entitled *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*. **However, all succeeding innovation proposals upon release of this Memorandum shall follow the template as presented in Division Memorandum 296, s. 2019.** Submission of the innovation final papers must be at least 6 months after the approval of the innovation proposal except for the submitted innovation proposals following Division Memorandum 119, s. 2021.

4. Immediate and wide dissemination of this Memorandum to all concerned is required.

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

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Enclosure 1 to Division Memorandum 012, s. 2022



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 SCHOOLS DIVISION OFFICE OF BAGUIO CITY

PROCESS MANUAL	
Document Code: PM-SGOD-PR-004 Revision: 01 Effectivity date: 11-25-2020 Name of Office: SGOD - PLANNING AND RESEARCH	
PROCESS TITLE: Implementing Research and Innovation Management Systems	

PERSON RESPONSIBLE	PROCESS FLOW	INTERFACE	KPM	RECORDS	DOCUMENT REFERENCE	QUALITY STANDARD	CONTROL METHOD
Schools Division Research Committee Secretariat		Program Owners	3 to 7 days	Research and Innovation Logbooks	DepEd Order 16, s. 2017	80 to 100 scores on Research /Innovation Review Forms	Checking Reviewing Tracking
Division Research Coordinator		Division Research Technical Working Committee Members		Research/ Innovation e-Tracking Database	Division Memorandum 254, s. 2019,		
Schools Division Research Committee/CID-TWG		Research Proponents		Research/ Innovation Manuscripts	Division Memorandum 296, s. 2019		
		SGOD-OCES CID-OCES	1 hour		Research Manual version 2		



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PROCESS MANUAL		Document Code: PM-SGOD-PR-004 Revision: 01 Effectivity date: 11-25-2020
PROCESS TITLE: Implementing Research and Innovation Management Systems		Name of Office: SGOD – PLANNING AND RESEARCH

PERSON RESPONSIBLE	PROCESS FLOW	INTERFACE	KPM	RECORDS	DOCUMENT REFERENCE	QUALITY STANDARD	CONTROL METHOD
Schools Division Research Committee Secretariat/CID-TWG		ASDS SDS	2 minutes	Research and Innovation Logbooks Research/Innovation on e-Tracking Database	DepEd Order 16, s. 2017 Division Memorandum 254, s. 2019,	80 to 100 scores on Research /Innovation Review Form	Checking Reviewing Tracking
Division Research Committee Secretariat		SDS and ASDS Secretaries Proponent	2 minutes	Research/Innovation Manuscripts	Division Memorandum 296, s. 2019 Research Manual version 2		

Note 1: Follows process of reviewing using the Research/Innovation Proposal Review Forms A and B

Note 2: Merged WIM-SGOD-PR-015 to WIM-SGOD-PR-027



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Enclosure 2 to Division Memorandum _____, s. 2022



Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Title: **PROJECT/INNOVATION REVIEW FORM A: PROPOSAL**

Document Code: QF-SGOD-PR-021
Revision: 02
Effectivity date: 1-11-2022

Name of Office:
**SCHOOL GOVERNANCE AND OPERATIONS
DIVISION – PLANNING AND RESEARCH**

Project/Program Proponent: _____ Tracking Number: _____ School/Office: _____
Title of Innovation: _____

INDICATORS/CONTENTS OF THE INNOVATION PAPER	ASSESSMENT			REMARKS
	Complied	Partially Complied	Not Complied	
1. Technical write-up is based on Division Memorandum 296, s. 2019 entitled Updated Guidelines and Workflow on Project/Program Innovation Writing.				
2. Project/Program Title is aligned with the Innovation Description. It states the description of the innovation in not more than 10 sentences.				
3. Proper use of label (assess whatever is applicable only)				
ABSTRACT OF THE CONDUCTED RESEARCH (If offshoot of research) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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 				



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SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Title: PROJECT/INNOVATION REVIEW FORM A: PROPOSAL	Document Code: QF-SGOD-PR-021 Revision: 02 Effectivity date: 1-11-2022
	Name of Office: SCHOOL GOVERNANCE AND OPERATIONS DIVISION – PLANNING AND RESEARCH

4. PRE-IMPLEMENTATION PHASE <i>Preparatory Mechanisms</i> <ul style="list-style-type: none"> • Include communications and all other logistics prior to the implementation phase. • Discuss the proponent's involvement in the implementation of the innovation. 				
<i>Budgetary Requirements</i> <ul style="list-style-type: none"> • 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. 				
5. IMPLEMENTATION PHASE <ul style="list-style-type: none"> • 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. 				
6. POST IMPLEMENTATION PHASE				
A. Sustainability of the Innovation <ul style="list-style-type: none"> • Discuss all mechanisms for sustainability of the project/program. 				
B. Evaluation				



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Title: PROJECT/INNOVATION REVIEW FORM A: PROPOSAL	Document Code: QF-SGOD-PR-021 Revision: 02 Effectivity date: 1-11-2022
	Name of Office: SCHOOL GOVERNANCE AND OPERATIONS DIVISION – PLANNING AND RESEARCH

<i>*. Attach the tool of assessment to determine the level of effectiveness of the innovation as to program/project implementation.</i>				
<i>Other observations/points for improvement:</i>				

Note: All indicators must be complied prior to next level of governance.

Evaluator 1:

Evaluator 2:

Evaluator 3:

 Signature over Printed Name
 Date:

 Signature over Printed Name
 Date:

 Signature over Printed Name
 Date:

CHRISTOPHER C. BENIGNO
 Assistant Schools Division Superintendent
 Date: _____



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QUALITY FORMS	Document Code: QF-SGOD-PR-022 Revision: 01 Effectivity date: 1-11-2022
Title: PROJECT/INNOVATION REVIEW FORM B: FINAL PAPER	Name of Office: SCHOOL GOVERNANCE AND OPERATIONS DIVISION – PLANNING AND RESEARCH

Project/Program Proponent: _____ **Tracking Number:** _____ **School/Office:** _____
Title of Innovation: _____

INDICATORS/CONTENTS OF THE INNOVATION PAPER	ASSESSMENT			REMARKS
	Complied	Partially Complied	Not Complied	
1. <i>Technical write-up is based on Division Memorandum 296, s. 2020 entitled Updated Guidelines and Workflow on Project/Program Innovation Writing.</i>				
2. INNOVATION DESCRIPTION • <i>Copy what was written in the approved project/program innovation proposal.</i>				
3. FEEDBACK ON THE MECHANISMS FOR SUSTAINABILITY OF THE PROGRAM/PROJECT • <i>After the actual conduct or implementation of the innovation, discuss the project/program implementation evaluation results/findings and report to further enhance the innovation.</i>				
4. ANNEX A. DOCUMENTATION <i>Include in the documentation the following: photos or print screens, attendance sheets, accomplished program/project implementation evaluation forms, and other applicable documentation papers.</i>				
<i>Other observations/points for improvement:</i>				

Note: All indicators must be complied prior to next level of governance.



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QUALITY FORMS	Document Code: QF-SGOD-PR-022 Revision: 01 Effectivity date: 1-11-2022
Title: PROJECT/INNOVATION REVIEW FORM B: FINAL PAPER	Name of Office: SCHOOL GOVERNANCE AND OPERATIONS DIVISION – PLANNING AND RESEARCH

Evaluator 1:

Evaluator 2:

Evaluator 3:

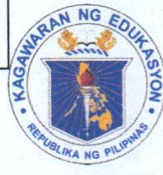
Signature over Printed Name
Date:

Signature over Printed Name
Date:

Signature over Printed Name
Date:

CHRISTOPHER C. BENIGNO
Assistant Schools Division Superintendent
Date: _____





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Cordillera Administrative Region
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Title: PROJECT / PROGRAM INNOVATION PROPOSAL	Name of Office: SCHOOL GOVERNANCE AND OPERATIONS DIVISION - PLANNING AND RESEARCH

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 (SGOD / CID)
Date: _____

Recommending approval:

Approved:

CHRISTOPHER C. BENIGNO, PhD
Asst. Schools Division Superintendent
Date: _____

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





Republic of the Philippines
 Department of Education
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QUALITY FORMS	Document Code: QF-SGOD-PR-024 Revision: 02 Effectivity date: 1-11-2022
Title: PROJECT/PROGRAM INNOVATION REPORT	Name of Office: SCHOOL GOVERNANCE AND OPERATIONS DIVISION - PLANNING AND RESEARCH

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 (SGOD / CID)
 Date: _____

Recommending approval: Approved:

CHRISTOPHER C. BENIGNO, PhD
 Asst. Schools Division Superintendent
 Date: _____

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

