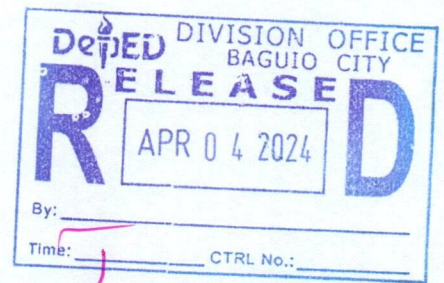




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



3 April 2024

DIVISION MEMORANDUM

No. **218-2024**

GUIDANCE ON PROPOSALS AND ACCOMPLISHMENT REPORTS RELATIVE TO THE PREPARATION OF INNOVATION PROJECTS, APPLICATION OF LEARNING AND DEVELOPMENT, AND APPLICATION OF EDUCATION

To : CID and SGOD Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 7, s. 2023 or the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Office provides guidance on the preparation of proposals and accomplishment reports relative to the preparation of innovation projects, demonstration of Application of Learning and Development, and Application of Education. These are three significant components of the criteria and point system for the evaluative assessment of applicants across school administration, teaching, teaching-related, and non-teaching positions.
2. Innovation in education is about more than new technology. It's about solving a real problem in a fresh, simple way to promote equity and improve learning. Innovation in education comes in many forms it can be programmes, services, processes, products and partnerships (UNICEF, 2024).
3. The concept of "Application of Education" encompasses the practical utilization of knowledge gained through higher education to achieve beneficial results in one's current or past professional endeavors. Proposals demonstrating such application can be developed irrespective of when the individual attained their higher education qualifications.
4. Application of Learning and Development activities refer to the contributions made by the applicant that has led to positive outcomes in their current or previous work as a result of their learnings from human resource development interventions done or participated in.
5. In the preparation of proposals and accomplishment reports relative to the Application of Learning and Development, this Office shall adopt the report templates for Work Application Plan (WAP) and Accomplishment as stipulated in



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

DepEd-CAR Regional Memorandum No. 78, s. 2024. Please refer to Enclosures 3A and 3B for the templates.

6. Proposals to demonstrate Application of Learning and Development and Application of Education must not be limited to the conduct of INSETs/LAC sessions or Re-echo seminars. Projects such as the following are suggested and must be gleaned towards improvement of learning outcomes: implementation of technology, process improvement initiatives, cross-functional collaboration projects, pilot programs, diversity and inclusion initiatives, others.
7. To be given credits, all Proposals, Action Plans, Re-Entry Action Plans, and Accomplishment Reports must be quality assured by the *Division Review Committee for Advancing Education Initiatives (DRCAEI)* and approved by the Schools Division Superintendent.
8. Refer to the following attachments for further guidance on the Division Review Committee, Process Flow, and templates needed:

Enclosure 1: Division Review Committee for Advancing Education Initiatives

Enclosure 2: Proposal Review Process Flow

Enclosure 3A: Work Application Plan (Template for Application of Learning and Development)

3B: Work Application Accomplishment Report

Enclosure 4A: Proposal Template for Application of Education

4B: Template for Application of Education Accomplishment Report

Enclosure 5: Proposal Template for Innovation

Enclosure 6A: Evaluation Tool for Proposals re Application of Education and Application of Learning and Development

6B: Evaluation Tool for Innovation

6C: Evaluation Tool for Accomplishment Reports re Application of Education and Application of Learning and Development

9. Immediate dissemination of and compliance with this Memorandum is directed.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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

Enclosure 1: **The Division Review Committee for Advancing Education Initiatives (DRCAEI)**

A. Purpose:

The DRCAEI is dedicated to ensuring the effectiveness, efficiency, and alignment of educational efforts to educational excellence through the review of proposals aimed at advancing innovation, as well as facilitating the practical application of education, and learning and development endeavors.

B. Responsibilities:

1. Review and assess proposals related to educational innovation initiatives.
2. Evaluate proposals regarding the application of education in various professional contexts.
3. Assess proposals focused on the practical implementation and application of learning and development strategies.
4. Provide recommendations and feedback to proponents to enhance the quality and effectiveness of their initiatives.
5. Determine the suitability of proposals for funding, support, or implementation within educational institutions or professional settings.
6. Monitor the progress and outcomes of approved initiatives to ensure alignment with educational goals and objectives.

C. Composition and Terms of Reference:

The DRCAEI shall consist of the following members to be chaired by the Assistant Schools Division Superintendent:

Application of Learning and Development	Application of Education	Terms of Reference
1 HRDS Personnel	Chief Education Supervisor of SGOD	Checks relevance of proposal to L and D activity or Course attended
1 Planning and Research Personnel	1 Planning and Research Personnel	Checks alignment of proposal to template requirement and to form and style
1 CID Supervisor or ITO (depending on context and scope of proposal)	1 CID Supervisor or ITO (depending on context and scope of proposal)	Checks substance or quality of content and adherence to grammatical rules and conventions



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

D. Meetings:

The DRCAEI shall convene regularly to review proposals, discuss progress updates, and make decisions regarding the approval or refinement of initiatives. Meetings may be held in person or virtually, as determined by the committee.

E. Decision-Making Process:

Decisions regarding the approval of proposals shall be guided by the evaluation tool attached herewith, considering the merit, feasibility, and potential impact of each initiative on educational advancement and innovation.

F. Reporting:

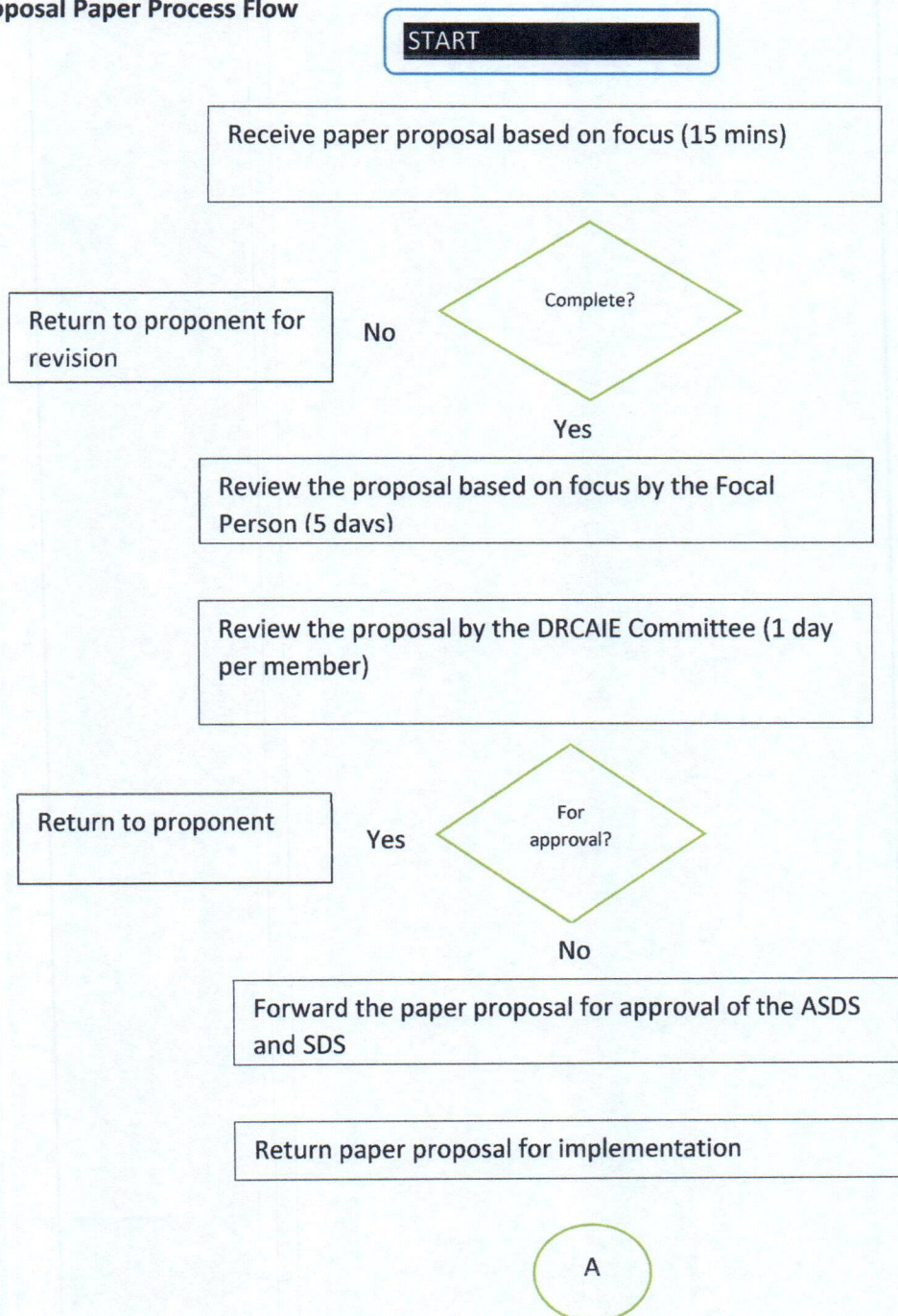
The DRCAEI shall provide periodic reports to proponents and immediate DepEd authorities regarding the status and outcomes of approved initiatives.



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

Enclosure 2: **Proposal Review Process Flow for Innovation, Application of Education, and Application of Learning and Development**

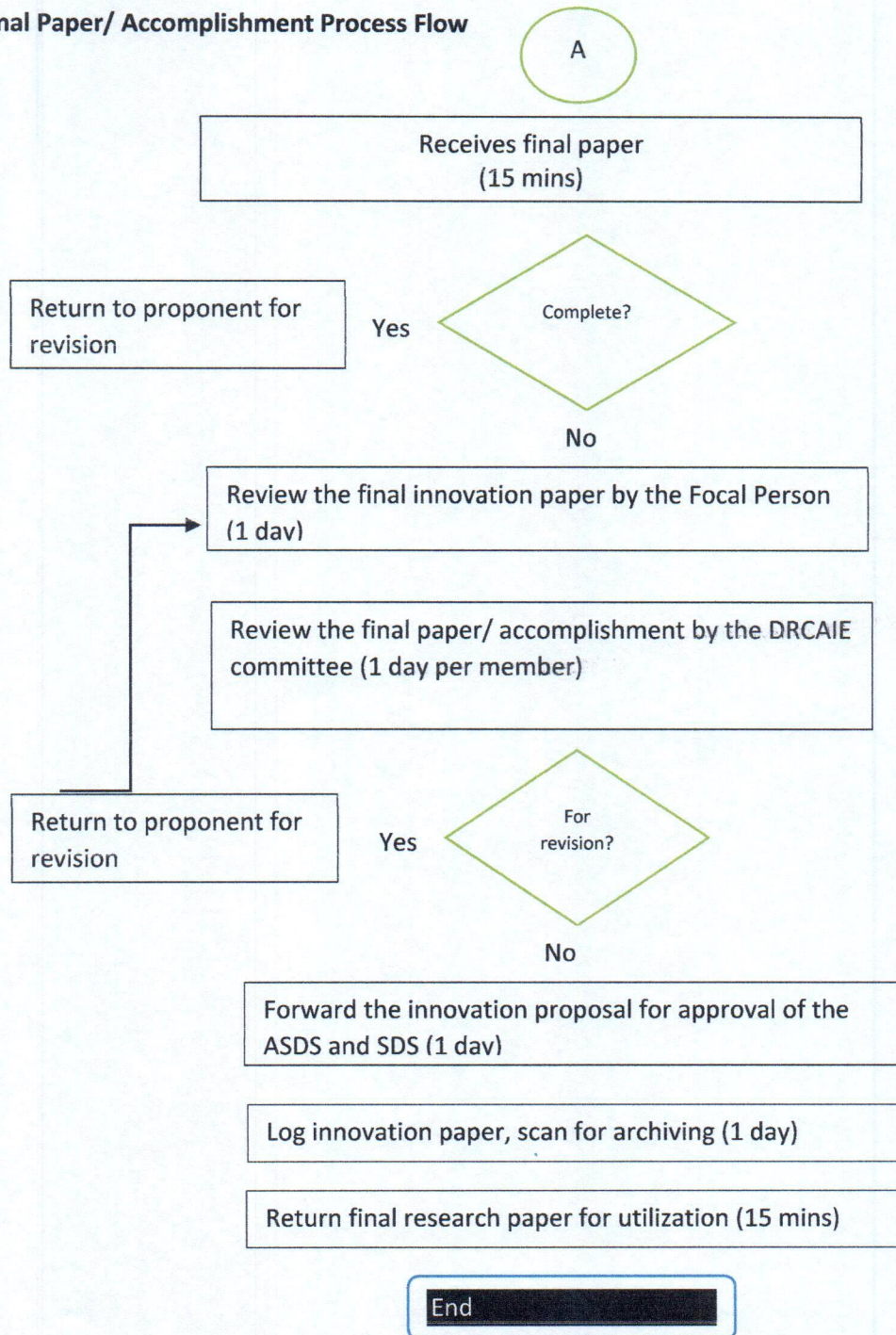
Proposal Paper Process Flow





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

Final Paper/ Accomplishment Process Flow





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

Enclosure 3A: **Work Application Plan (Template for Application of Learning and Development)**

A. Context

Title of the Learning and Development Activity/Program attended:	
Name	
Region, Division, District	
Name of Office	
Key changes in my office as a result of this project	<i>What key changes do you want to see in your workplace as a result of having attended this activity? What are your verifiable indicators of these changes</i>
Target Competency Improvement	<i>What competency needs that you want to be addressed through your application of L & D project?</i>
Current Situation	<i>State issues and/or concerns or opportunity in your workplace that you that you would like to work on through your application project.</i>
Title of Application Project	<i>Brief Title of the project as application of your L & D</i>
PROJECT OBJECTIVE/S:	<i>SMART-Specific, measurable, attainable, result-oriented and with timeframe</i>
Time Duration	<i>When will you start the application of your L&D and when will it end</i>
Expected Outputs	
Beneficiary/ies	<i>Who benefits from solving the problem?</i>
Identify Success Indicators or measures of success	<i>Specify indicators to be achieved and verified to measure that the project be a success</i>

B. Action Steps (Identify significant milestone target that could be achieved by the end of the set timeframe. Milestones are the significant changes achieved; major steps taken towards achieving the desired improvement in the workplace) **and C. Required Resources** (provide specific details of physical and human resources required to successfully implement the project)



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

Target Milestone	Actions	Responsible Person/ Persons involved	Support Needed from:	Target Date (When will this be accomplished)	Resources Needed	Budget	Approvals needed	
Milestone 1								
•								
•								
•								
Milestone 4								
TOTAL ESTIMATED COST								

	Printed Name	Signature	Date
Prepared:	Proponent		
Noted:	Immediate Superior (School Head)		
Reviewed:	Division Review Committee for Advancing Education Initiatives (DRCAEI)		
	1 HRDS		
	1 Planning and Research		
	1 CID or ITO		
Recommended:	Assistant Schools Division Superintendent		
Approved:	Schools Division Superintendent		



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

Enclosure 3B: Work Application Accomplishment Report: Learning and Development

Project/ Activity Information	<i>Project Proponent:</i> _____ <i>Proponents' Office:</i> _____ <i>Project Location:</i> _____ <i>Project Duration:</i> _____
Project/ Activity Title	<i>Enter the title of the Project/ Activity</i>
Duration	<i>Specify the start and end date</i>
Executive Summary	<i>Provides an overview and rationale of the project/ activity. Highlights the summary of the result, findings, conclusion and recommendations.</i>
Objectives	<i>Specific objectives of L&D activities which should be aligned with the organization's goals</i>
Key accomplishment	<i>Details of significant accomplishments on the application of L&D activities and outcomes achieved during the project. Vis-à-vis action plans</i>
Challenged Faced and Solutions Applied	<i>Describe the challenges or obstacles encountered during the project/ activity and how they were addressed or overcome</i>
Lessons Learned	<i>Share Valuable lessons from the project including insights gained, best practices identified, or areas for improvement</i>
Skills enhancement	<i>Describe how employee's skills have improved, including examples of specific skills gained or enhance</i>
Feedback and Stakeholders Comment	<i>Include feedback and comments from project stakeholders team members, or participants</i>
Recommendations for Replicability and Sustainability	<i>Discuss the methods used to evaluate the success of the project/ activity.</i>
Next Steps	<i>Outline the follow up actions or recommendations resulting from the project/ activity accomplishment including adjustment or enhancements to existing projects/ activities</i>
Annexes	<i>Approved Re-Entry Plan/Work Application Project</i> <i>Pictures</i> <i>Other Relevant documents</i>
Certification	- <i>That the L&D intervention was used/adopted by the office at the local level</i>

	Printed Name	Signature	Date
Prepared:	Proponent		
Noted:	Immediate Superior (School Head)		
Reviewed:	Division Review Committee for Advancing Education Initiatives (DRCAEI) 1 HRDS; 1 Planning and Research; 1 CID or ITO		
Recommended:	Assistant Schools Division Superintendent		
Approved:	Schools Division Superintendent		



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

Enclosure 4A: **Proposal Template for Application of Education**

Name: _____
 Position / Designation: _____
 Office and Address: _____
 Contact Number: _____

I. Summary Information on Higher Education Units or Degree/s earned to be Applied

A. Course and Specific Subject/s Taken

Course: [insert course name]
 Subject/s: [insert subject name]
 Year attended: _____

B. Learning/s Acquired to be applied:

Insert Specific Concept, skill, process 1
 Insert Specific Concept, skill, process 2
 Insert Specific Concept, skill, process 3

II. Rationale

(State the current situation, identify the gaps/issues that needs to be addressed)

III. Objectives (state which gaps will be addressed)

IV. Overview of the Project (Innovation/Intervention/Enhancement/etc.)

- A. Description of the project
- B. Scope
- C. Methodology
- D. Timeline

V. Implementation Plan

Activities	Schedule/ time Frame	Responsible Persons	Expected Outputs/Outcomes	MOVs
A. Pre-implementation				
B. Implementation Proper				
C. Post Implementation				



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

VI. Budgetary Requirements

Materials Needed per Activity (Write major activities and the needed detailed resources)	Quantity	Unit	Unit Cost	Total Cost
A. Pre-implementation				
B. Implementation Proper				
C. Post Implementation				

VII. Monitoring and Evaluation

- A. Describe the M&E plan: Provide a detailed explanation of the M&E plan for your project. This should include the objectives, scope, and methods that you will use to monitor and evaluate the project's progress and impact.
- B. Identify the indicators: Identify the specific indicators that you will use to measure the project's progress and results/ impact. These indicators should be relevant, measurable, and meaningful to the project's goals and objectives.
- C. Explain the data collection methods: Describe the data collection methods that you will use to gather information on the projects progress and results/ impact. This may include surveys, interviews, focus groups, or other methods.
- D. Discuss the data analysis techniques: Explain the techniques that you will use to analyze the data collected during the M&E process. This may include statistical analysis, qualitative analysis, or other techniques.
- E. Explain how and when you will report the findings of the M&E process to stakeholders and other interested parties.

VIII. Replicability and Sustainability

- Describe how the findings/effects of the intervention should be utilized, sustained, and shared.

	Printed Name	Signature	Date
Prepared:	Proponent		
Noted:	Immediate Superior (School Head)		
Reviewed:	Division Review Committee for Advancing Education Initiatives (DRCAEI)		
	<i>CES, SGOD</i>		
	<i>I Planning and Research</i>		
	<i>I CID or ITO</i>		
Recommended:	Assistant Schools Division Superintendent		
Approved:	Schools Division Superintendent		



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

Enclosure 4B: **Template for Application of Education Accomplishment Report**

PROJECT TITLE

I. PROJECT INFORMATION

- A. Nature of Project:
- B. Project Proponent
- C. Proponent School/ Office
- D. Project Location
- E. Target Beneficiaries
- F. Project Duration and Implementation
- G. Total Project Cost

II. PROJECT SUMMARY

(Reference: Project Proposal)

- A. Project Background and Rationale
- B. Project Objective/s and expected outputs
- C. Project Description
- D. Monitoring and Evaluation

III. ACTUAL RESULTS OR OUTCOMES OF THE PROJECT

- A. Results and Discussion
- B. Conclusion and Recommendation
- C. Institutionalization and/ or Upscaling (If applicable)

IV. PROBLEM/S MET AND INTERVENTION/S APPLIED

V. LESSONS LEARNED

VI. RECOMMENDATION FOR REPLICATION AND SUSTAINABILITY

VII. ATTACHMENTS

(Attach the following documents)

- A. Duly approved Project Proposal
- B. Photocopy of Certification of the utilization of the innovation/ project within the school/ office duly signed by the Head of Office/ School
- C. Photocopy of Certification of adoption by another school/ office duly signed by the head of office if there is.
- D. Progress reports and Monitoring and Evaluation reports signed by the immediate supervisor
- E. (Instructional Design, DLP, WLP, Sample LRs, big/small books, evaluation tools, etc. for curriculum related projects)
- F. Other relevant documents



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

	Printed Name	Signature	Date
Prepared:	Proponent		
Noted:	Immediate Superior (School Head)		
Reviewed:	Division Review Committee for Advancing Education Initiatives (DRCAEI)		
	<i>CES, SGOD</i>		
	<i>I Planning and Research</i>		
	<i>I CID or ITO</i>		
Recommended:	Assistant Schools Division Superintendent		
Approved:	Schools Division Superintendent		



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

Enclosure 5. **PROJECT INNOVATION PROPOSAL**

- PROJECT TITLE:**
I. PROPONENT:
II. INNOVATIVE DESCRIPTION
III. RATIONALE
IV. PRE-IMPLEMENTATION PHASE

A. Preparatory mechanism

Action	Inclusive date/s	Major involvement
Planning of the project		
Creation of the project		
System try out		
Expanding system try out		
Maintaining and improving the system		
Finalization of system		

Budgetary Requirements

Supplies/Items	Description	Unit	Cost	Total	Source of fund
----------------	-------------	------	------	-------	----------------

VI. IMPLEMENTATION PHASE

The following implementation segments that I will be doing are follows:

- a. Creating the electronic

POST IMPLEMENTATION PHASE

- A. Mechanism for sustainability of the project
 1. The class advisers will continuously
 2. all data stored in the system.

B. Evaluation

See attached assessment tool for the effectiveness of project E-SHIFT.

ASSESSMENT TOOL

INDICATORS	EVIDENT	NOT EVIDENT	REMARKS
1.			
2.			
3.			
4.			

RECOMMENDATIONS:



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

Enclosure 6A: Evaluation Tool for Proposals re Application of Education and Application of Learning and Development

	Status of Compliance	Remarks/Recommendations
PROPOSAL OVERVIEW		(to be evaluated by 1 Planning and Research Review Committee Member)
Name or Title of Proposal	() clear, catchy, aligned with focus or content () needs refinement	
Objectives and Goals	() SMART () needs refinement	
Duration and Timeline	() attainable within the set timeline () needs longer duration () needs short-term duration only	
Form and Style	() adheres to DepEd form and style and template requirement () needs major reformatting () minor reformatting only	
RELEVANCE		(to be evaluated by the HRDS)
Alignment to DepEd Vision, Mission, Goal, and Themes	() aligned () not aligned	For Appl of L and D and the CES-SGOD for Appl of Education)
Congruence with attended professional development activity	() congruent () not congruent	
CONTENT		(to be evaluated by the CID)
Consistency or harmony across objectives, methods, resources, outcomes	() consistent () not consistent	EPS or ITO)
Coherence in organization of proposal as it effectively communicates its purpose and significance	() coherent () not coherent	
Equity and inclusion is evident as it promotes measures to address disparities in access and participation	() evident () not evident	
Impact and sustainability can be assured as it promotes long-term effect on learning outcomes,	() evident () not evident	



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

institutional culture, and community engagement		
OVERALL ASSESSMENT	() for approval of the SDS	
	() for refinement, to be resubmitted after a week	
	() for total revision, to be submitted after a month	



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

Enclosure 6 B: **Evaluation Tool for Innovation Proposal**

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. 2019 entitled Updated Guidelines and Workflow on Project/Program Innovation Writing.</i>				
2. <i>Project/Program Title is aligned with the Innovation Description. It states the description of the innovation in not more than 10 sentences.</i>				
3. <i>Proper use of label (assess whatever is applicable only)</i>				
ABSTRACT OF THE CONDUCTED RESEARCH <i>(If offshoot of research)</i> <ul style="list-style-type: none"> • <i>State the abstract of the research conducted.</i> • <i>Discuss briefly the recommendation/s of the conducted research as basis/es for the innovation.</i> 				
RATIONALE <i>(If used as concept)</i> <ul style="list-style-type: none"> • <i>State the gaps/issues/concerns/problems as basis/es for the innovation.</i> • <i>Discuss the significance of the innovation.</i> • <i>Must not be more than 500 words</i> 				
4. PRE-IMPLEMENTATION PHASE				
<i>Preparatory Mechanisms</i> <ul style="list-style-type: none"> • <i>Include communications and all other logistics prior to the implementation phase.</i> • <i>Discuss the proponent's involvement in the implementation of the innovation.</i> 				
<i>Budgetary Requirements</i> <ul style="list-style-type: none"> • <i>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.</i> 				
5. IMPLEMENTATION PHASE				



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

<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 <ul style="list-style-type: none"> • Attach the tool of assessment to determine the level of effectiveness of the innovation as to program/project implementation. 				
Other observations/ points for improvement:				

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

Evaluator 1:
Evaluator 3:

Evaluator 2:

 Signature over Printed Name
 Signature over Printed Name
 Date:
 Date:

 Signature over Printed Name
 Date:

CARMEL F. MERIS
 OIC-Assistant Schools Division Superintendent
 Date: _____



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

Enclosure 6 C: **Evaluation Tool for Accomplishment Report**

	Status of Compliance	Remarks/ Recommendations
PROPOSAL OVERVIEW		
Duration and Timeline	() timelines attained as outlined in the proposal () adherence to timeline not evident	(to be evaluated by 1 Planning and Research Review Committee Member)
Compliance to attachments	() compliant () not compliant	
Form and Style	() adherence to DepEd form and style and template requirement () needs major reformatting () minor reformatting only	
PROJECT SUMMARY		
Summary or highlights of accomplishments from rationale to M and E align with the project proposal	() aligned () not aligned	(to be evaluated by the HRDS for Appl of L and D and the CES-SGOD for Appl of Education)
ACTUAL RESULTS OR OUTCOMES		
Planned innovation or project was implemented	() implemented as planned () not implemented as planned	
Changes in student performance, institutional culture, and community engagement were positively evident	() evident () not evident	
Effective strategies were employed to overcome challenges	() evident () not evident	
Lessons learned and best practices identified	() evident () not evident	
Recommendations for future actions were evident	() evident () not evident	
Strategies for continuous improvement were evident	() evident () not evident	
OVERALL ASSESSMENT	() for approval of the SDS	
	() for refinement, to be resubmitted after a week	
	() for total revision, to be submitted after a month	