



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

16 October 2026

DIVISION MEMORANDUM
No. 682 s. 2026

**ADOPTION OF THE DIVISION IMPLEMENTATION GUIDELINES ON
INNOVATION MANAGEMENT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. This Office issues the enclosed **Division Guidelines on Writing an Innovation Proposal, SDO Approval Process Flow, and Certification** to provide directions in managing innovation projects at schools division office, and school.
2. The guidelines aim to foster a culture of innovation by encouraging future-focused thinking, knowledge creation, and knowledge management, while aligning innovation initiatives with the priorities of the Basic Education Development Plan 2030, Regional Education Development Plan, Division Education Development Plan, and School Improvement Plan.
3. These Implementing Guidelines are anchored on the **Philippine Innovation Act (RA 11293)**, which promotes innovation as a key driver of national development, and are aligned with DepEd's goals of improving governance, service delivery, and learning outcomes through innovative practices.
4. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

INNOVATION
PROGRAM

SGOD- adoption of the division implementation guidelines on innovation management
SGOT8BFF-005814/October 16, 2026



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**DIVISION GUIDELINES ON WRITING AN INNOVATION PROPOSAL, SDO
APPROVAL PROCESS FLOW, AND CERTIFICATION**

I. RATIONALE

The Department of Education recognizes innovation as an essential strategy for improving educational outcomes, strengthening governance, and enhancing the delivery of basic education services. In line with the provisions of **Republic Act No. 11293 (Philippine Innovation Act)**, innovation is encouraged as a key driver of sustainable development and organizational effectiveness. Education is identified as a priority sector where innovative ideas, processes, and systems can contribute significantly to addressing emerging challenges and improving overall performance.

Likewise, **Republic Act No. 9155 (Governance of Basic Education Act of 2001)** mandates the Department of Education to continuously improve the quality of basic education through responsive mechanisms, local initiatives, and innovative practices. The law encourages the development and implementation of programs and projects that address the unique needs of schools, learning centers, and stakeholders while promoting efficiency, effectiveness, and accountability.

Furthermore, the **Basic Education Development Plan (BEDP) 2030** emphasizes future-thinking, evidence-informed decision-making, and continuous improvement through innovative approaches that address issues on access, quality, equity, resilience, well-being, and governance. Innovations provide opportunities to develop new solutions, improve existing practices, maximize available resources, and create positive and measurable impacts on learners, personnel, and the organization.

In support of these mandates, the Schools Division Office establishes this guideline to promote a culture of innovation among personnel, encourage the development of responsive and sustainable solutions to identified challenges, provide a systematic process for the development and validation of innovations, and recognize exemplary initiatives that contribute to the continuous improvement of educational services and organizational performance.

II. SCOPE

These Guidelines on Writing an Innovation Proposal, SDO Approval Process Flow, and Certification shall govern the development, documentation, evaluation, validation, approval, monitoring, and recognition of innovations within the Schools Division Office (SDO).

Specifically, these guidelines shall apply to all teaching, teaching-related, and non-teaching personnel in the Schools Division Office, public elementary and secondary schools, learning centers, and other DepEd units within the division who intend to develop, implement, or submit an innovation for recognition, adoption, scaling, or institutionalization. The guidelines cover innovations in the areas aligned with the Regional Development Plan Themes such as curriculum implementation, learning delivery, learner support services, school governance and operations, human resource development, research utilization, information and communications technology, disaster risk reduction and management, stakeholder engagement, and other programs, projects, and activities that contribute to improved educational outcomes and organizational effectiveness.

These guidelines shall also define the prescribed format and standards for preparing innovation proposals; the procedures for review, evaluation, approval, validation, monitoring, and documentation; and the issuance of certifications recognizing validated and completed innovations. All innovation initiatives shall be aligned with the Department of Education's goals, priorities, policies, and development plans, and shall demonstrate relevance, effectiveness, sustainability, replicability, and measurable impact on the delivery of basic education services.

III. DEFINITION OF TERMS

Certificate of Adoption refers to official communication from the head of the office certifying the adoption of an innovation.

Certificate of Completion refers to an official document issued by the Schools Division Office certifying that an approved innovation has been fully implemented, monitored, evaluated, and documented in accordance with prescribed guidelines.

Completed Innovation Project Report refers to the document that provides the details of implementation and accomplishment/s of the innovation project.

Division Innovation Committee (DIC) refers to the committee designated by the Schools Division Office to review, assess, validate, monitor, and recommend approval of innovation proposals and initiatives.

Impact refers to the measurable positive changes resulting from the implementation of an innovation, including improvements in learner performance, service delivery, operational efficiency, stakeholder satisfaction, or organizational effectiveness.

Innovation refers to a new or significantly improved idea, process, program, project, strategy, system, technology, service, or practice that addresses identified problems, improves existing processes, and generates measurable positive outcomes in education, governance, or service delivery.

Innovation Management refers to a systematic process of identifying, developing, evaluating, validating, implementing, monitoring, documenting, and recognizing innovations to improve organizational performance and educational outcomes.

Pilot Implementation refers to the initial application of an innovation on a limited scale to determine its feasibility, effectiveness, and potential for wider adoption.

Proponent refers to an individual or group of DepEd personnel who conceptualizes, develops, and implements an innovation and submits the proposal for evaluation and approval.

Replicability refers to the capacity of an innovation to be adapted and implemented in other schools, offices, programs, or contexts while maintaining its effectiveness.

Sustainability refers to the ability of an innovation to continue generating benefits and remain operational beyond its initial implementation period through institutional support, resource availability, and stakeholder ownership.

IV. IMPLEMENTATION

To ensure the effective implementation of these Guidelines on Writing an Innovation Proposal, SDO Approval Process Flow, and Certification, the following arrangements shall be observed:

A. Division Innovation Committee (DIC)

1. Establishment of the Division Innovation Committee (DIC)

The Schools Division Superintendent (SDS) shall constitute a Division Innovation Committee (DIC) that shall assume the responsibilities of managing innovation projects within the schools division level. The SDIC shall have the following roles and responsibilities:

- i. Establish directions for innovation initiatives aimed at addressing priority concerns and improving performance in the division, schools, and Community Learning Centers (CLCs).
- ii. Evaluate, review, and recommend for approval innovation project proposals and other innovation-related initiatives within the Schools Division.
- iii. Provide technical assistance to proponent/s on the conduct of their innovation projects.
- iv. Establish and strengthen partnerships with academic institutions, government agencies, other DepEd offices, and relevant stakeholders in the development and implementation of innovation projects.
- v. Prepare and submit reports to the top management on all innovation projects conducted in the division.
- vi. Facilitate the timely resolution of issues and challenges encountered in the planning, implementation, monitoring, and evaluation of innovation projects.
- vii. Regularly provide updates, recommendations, and feedback to the Division Executive Committee on the status, progress, and outcomes of approved, ongoing, and completed innovation projects.

The SDIC shall be composed of the following:

Chair: Assistant Schools Division Superintendent

Co-Chair: Chief EPS, SGOD

Chief EPS, CID

Members: Education Program Supervisor of SGOD

CID Representative/s based on the requirement for the evaluation

A representative from Finance Unit

By invitation: Focal person of concerned division/learning area/section/program

Secretariat: Schools Operations and Governance Division (SGOD) – Planning and Research Section

SDIC Secretariat shall deliver the following:

- Organize, coordinate, and document meetings of the Committee.
- Conduct initial screening of submitted innovation project proposals for compliance with submission guidelines.
- Aid SDIC members in recommending innovation project proposals for approval as per the criteria and scoring template.
- Liaise with academic institutions and other agencies in the conduct of the innovation projects.
- Provide technical assistance to proponent/s on the conduct of their innovation projects.
- Conduct periodic monitoring of innovation projects of the schools division, schools, and community learning centers (CLCs).
- Review and evaluate the completed innovation project report.
- Prepare periodic reports on accomplishments related to division innovation projects.
- Prepare complete staff work in support of the innovation committee's functions as needed.

2. Innovation Management Cycle

1. Schedule of Innovation Management Cycle

To ensure the systematic and timely management of innovations within the division, the Schools Division Innovation Committee (SDIC) shall observe and comply with the prescribed Innovation Management Cycle. The schedule of activities shall be as follows:

Activity	Schedule
Call for Innovation Project Proposals	First week of December
Submission of Innovation Project Proposals	2 nd week of January – First week of February
Initial Screening	3 rd week – 4 th week of February
Committee Evaluation	1 st week – 3 rd week of March
Notification of Results to the Proponents	April
Implementation of the innovation project, progress monitoring, end of project innovation outcome, impact monitoring and evaluation, submission and acceptance of innovation accomplishment report	Within 6 months upon approval (innovation with 6months implementation) Within 1 year upon approval (innovation with 1 year implementation)
Dissemination and utilization of project innovation results	Upon acceptance of the accomplishment report

Nevertheless, any personnel may submit an innovation proposal at any time throughout the year when circumstances warrant its consideration.

3. Innovation Proposals

All personnel intending to implement an innovation shall prepare and submit an Innovation Proposal using the prescribed format and declaration of anti-plagiarism provided in these guidelines. All documents containing proposals for innovation projects must adhere to use an A4 size of bond paper, DepEd Manual of Style of font style, size, margins, spacing and that all in-text citations and lists of references are made by APA 7th Edition guidelines.

At the school level, proposals shall be endorsed by the School Head prior to submission to the Schools Division Office, while proposals from division office personnel shall be endorsed by the immediate supervisor or section/unit head before submission to the Division Innovation Committee. Following the issuance and posting of the call for innovation project proposals, proponents shall be given one (1) month to submit their proposals either electronically through the official Division Office email or in hard copy to the appropriate Innovation Committee Secretariat through the Records Section. Innovation proposals may be submitted individually or as a group, provided that group proposals shall consist of a maximum of three (3) members. In such cases, a lead proponent shall be designated to coordinate with the Secretariat on administrative matters, and the specific roles and responsibilities of each member shall be clearly indicated in the proposal.

An innovation project proposal shall align with regional, division, and school priorities and may originate from research findings, identified Priority Improvement Areas (PIAs) in the DEDP and SIP, or evidence-based needs to improve existing programs, systems, or processes. Proposed innovations may be in the form of product or process innovations, and the specific gap or problem being addressed must be clearly articulated in the rationale. Throughout the project cycle, proponents shall uphold the highest ethical standards in accordance with **DepEd Order No. 16, s. 2017 (Research Management Guidelines)**.

The implementation period of an innovation project shall be specified in the approved proposal and may vary depending on its scope, complexity, and work plan. Proponents shall be given a maximum of one and a half (1.5) fiscal years to complete the project. Innovation projects may be implemented at the division, school, or learning center levels, provided that their implementation does not adversely affect

the regular duties and responsibilities of the proponent(s) in their respective offices or schools.

An innovation project involving one (1) learner or a small group of learners (10- 20) shall not be considered for innovation but for action research. This excludes innovation proposals on Special Education.

4. Technical Review and Evaluation

Upon receipt, the Division Innovation Committee shall conduct an initial review to verify the completeness of requirements and compliance with established standards.

The committee shall evaluate proposals based on the following criteria:

- Relevance to identified problems and priorities;
- Degree of innovation and originality;
- Feasibility and practicality;
- Expected impact and effectiveness;
- Sustainability and scalability; and
- Alignment with DepEd goals, programs, and policies
- Proposals requiring revisions shall be returned to the proponent with recommendations for improvement.

5. Approval and Pilot Implementation

Innovation proposals that satisfactorily meet the established criteria shall be recommended by the Division Innovation Committee for approval by the Schools Division Superintendent.

Upon approval, the proponent may proceed with the pilot implementation of the innovation within the approved scope, duration, and target beneficiaries. Any substantial modification to the approved proposal shall be reported to and cleared by the Division Innovation Committee.

6. Monitoring, Validation, and Documentation

The Division Innovation Committee shall conduct periodic monitoring and validation to assess the innovation's implementation, effectiveness, efficiency, and compliance with approved objectives and performance indicators.

The proponent shall maintain complete documentation, including but not limited to:

- Activity reports;
- Monitoring and evaluation results;
- Photographs and other supporting evidence;
- Beneficiary feedback;
- Accomplishment reports; and
- Other relevant records demonstrating the outcomes of the innovation.

7. Submission of Completion Report

Within thirty (30) calendar days after completing of the innovation project, the proponent shall submit a Completion Report to the Division Innovation Committee containing:

- Summary of implementation activities;
- Accomplishments and outcomes;
- Evidence of results and impact;
- Challenges encountered;
- Lessons learned; and
- Recommendations for improvement, replication, or institutionalization.

8. Validation and Certification

After reviewing and validating the Completion Report and supporting documents, the Division Innovation Committee shall recommend the issuance of the appropriate certification.

1. **Certificate of Validated Innovation** for innovations that have successfully undergone evaluation and validation and have demonstrated effectiveness and relevance; and
2. **Certificate of Completion** for innovations that have satisfactorily completed the approved implementation cycle and documentation requirements.

9. Innovation Registry and Knowledge Management

All validated innovations shall be included in the Division Innovation Registry and may be shared during learning sessions, best practice presentations, innovation fairs, conferences, and similar activities. The Schools Division Office may also identify effective innovations for wider adoption, improvement of policies and programs, additional support, or nomination to regional and national innovation recognition programs.

10. Funding and Resource Support

Funding for approved innovations may come from available school, division, local, or partner resources, subject to existing accounting, budgeting, procurement, and auditing rules. Proponents are encouraged to maximize available resources and build partnerships to support the sustainability and wider use of their innovations.

11. Compliance and Reporting

All concerned personnel shall comply with these guidelines. The Division Innovation Committee shall submit an annual report to the Schools Division Superintendent on the status, accomplishments, challenges, and recommendations related to innovation implementation to support continuous improvement and informed decision-making.

B. Evaluation of Innovation for Performance Evaluation and as an Outstanding Accomplishment for a Vacant Position or Promotion

1. The Personnel Selection Board (PSB) may consider a duly recognized innovation project as an outstanding accomplishment for appointment or promotion, provided that it demonstrates the applicant's significant contribution, is directly related to the applicant's Key Result Areas (KRAs), and results in measurable improvements in organizational efficiency, service delivery, work processes, policies, systems, or resource utilization.

2. The PSB shall review the required documents and Means of Verification (MOVs), in accordance with **DepEd Order No. 007, s. 2023**, to determine whether the innovation has resulted in measurable improvements and positive outcomes in the workplace.

- a. Innovation project proposal duly approved by the Head of Office or the designated Innovation Committee per **DO. No. 16. S. 2017**;
- b. Accomplishment Report verified by the Head of Office;
- c. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office;
- d. Certification of adoption of the innovation by another school/office duly signed by the Head Office.

- e. Proof of citation by other researchers/innovators (whose project is likewise approved by the authorized body) of the concept/s developed in the innovation.

3. For promotion purposes, only innovations implemented and recognized after the applicant's most recent promotion shall be eligible for points.

V. MONITORING AND EVALUATION

The Division Innovation Committee shall monitor and evaluate the implementation of these guidelines to ensure compliance, assess effectiveness, and identify opportunities for improvement. Monitoring activities may include review of submitted proposals, validation of implementation and completion reports, document analysis, site visits, interviews, and collection of feedback from proponents and beneficiaries. An annual evaluation shall be conducted to determine the number and quality of innovations developed, completed, validated, replicated, and recognized, as well as their contributions to organizational improvement and service delivery. Results of the monitoring and evaluation shall serve as the basis for policy enhancement, capacity-building activities, and continuous improvement of the Division Innovation Program.

VI. REFERENCES

Republic Act No. 11293, *Philippine Innovation Act*.

Republic Act No. 9155, *Governance of Basic Education Act of 2001*.

DepEd Order No. 24, s. 2022, *Adoption of the Basic Education Development Plan (BEDP) 2030*.

DepEd No. 16, s. 2017, *Research Management Guidelines*

DepEd Order 29 s. 2022, *Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)*

DepEd Order No. 007 s. 2023 *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*

Annex 1

INNOVATION PROJECT PROPOSAL

TITLE	
I. PROPONENT (Name and Position)	
II. IMPLEMENTING ENTITY (indicate the Functional Division/Unit/Section/School)	
III. TYPE OF INNOVATION (Indicate if it is process or product)	
IV. BRIEF DESCRIPTION OF THE PROPOSAL (Briefly describe the innovation in terms of its type, project target, usage or application, and its significance)	
V. SCOPE OF IMPLEMENTATION (Specify the scope: Division/School)	
VI. TOTAL FUNDING REQUIREMENT (Indicate the amount of funds needed for the innovation and, project and source)	
VII. IMPLEMENTATION PERIOD (Specify the duration for implementing the innovation project)	
VIII. BACKGROUND (Provide the circumstances or situation that lead to the proposal for the innovative project)	
IX. RATIONALE (Indicate the data-driven reasons why the innovation is necessary and what needs to be addressed or innovated)	
X. PROJECT DESCRIPTION	
a. Goal	
b. Outcome	
c. Objectives (SMART Objectives)	
d. Inputs	
e. Expected Output	
f. Logical framework (Lay out the overview process, input, activities, output and outcome)	
X. METHODOLOGY	

a. Method (Briefly discuss the design)				
b. Target Beneficiary				
c. Impact Estimation				
d. Work and Budget plan				
Activity	Time Frame	Resources	Budgetary Requirement	Expected Output
Pre-Implementation Phase				
Implementation Phase				
Post-Implementation Phase				
Monitoring and Evaluation plan				
Sustainability Plan				

Prepared by:

Printed Name and Signature
Position

Recommended by:

Printed Name and Signature
Functional/Section/School Head

Approved:

Printed Name and Signature
Schools Division Superintendent

Annex 2

DECLARATION OF ANTI-PLAGIARISM

I/We _____,
acknowledge that plagiarism is the act of presenting another person's ideas and works and passing them off as one's own. This includes explicitly copying an entire work or using any portion of another person's work without proper acknowledgment, citation and reference to the original source.

I/We hereby declare that this Innovation Project Proposal is my/our original work and that all sources and references have been appropriately cited and acknowledged. I/We further affirm that all outputs, deliverables and the final innovation project arising from this proposal shall be of original and shall comply with the academic standards and professional integrity. Proper citation and referencing shall be observed whenever ideas, information, or materials from other sources are used.

I/We understand that any violation of this declaration, including acts of plagiarism or misinterpretation, may result in appropriate administrative or disciplinary actions in accordance with the policies, rules and regulations of the Department of Education.

Signature over Proponent's Name
Date:_____

Signature over Proponent's Name
Date:_____

Signature over Proponent's Name
Date:_____

Annex 3

LETTER OF APPROVAL

(Date)

Mr./Ms. _____

Dear Mr./Ms. _____:

We are pleased to inform you that your innovation proposal titled _____, which was submitted to the _____ (governance level) and was thoroughly evaluated by the Division Innovation Committee based on the criteria prescribed, has been **approved for implementation**. Please be advised that the Innovation Committee Secretariat shall conduct regular monitoring of the project's implementation to assess its progress and provide necessary technical assistance. Should you have any questions or require further assistance, you may contact _____, _____ (name of focal person, and contact details).

We look forward to the successful implementation of your innovation and its contribution to improving educational programs, processes, and outcomes.

Congratulations and best wishes on your innovation journey!

Yours truly,

Innovation Committee Chair

LETTER OF DISAPPROVAL

(Date)

Mr./Ms. _____

Dear Mr./Ms. _____:

The Innovation Committee has carefully reviewed and evaluated your innovation proposal entitled _____ based on the prescribed evaluation criteria.

After thorough assessment, we regret to inform you that the said proposal **has not been approved for implementation at this time** due to the following findings and recommendations:

_____.

Kindly address the comments and recommendations provided and resubmit your innovation project proposal for reevaluation.

For clarifications or assistance, please contact _____,
_____ (name of focal person, and contact details).

We appreciate your interest in advancing innovation and look forward to your submissions. Thank you for your continued commitment to improving educational services.

Yours truly,

Innovation Committee Chair

Annex 4

INNOVATION PROJECT ACCOMPLISHMENT REPORT

- I. Cover Page (Provide the title of the innovation, name(s) of the proponent(s), office/school, implementation period, and date of submission)
- II. Table of Contents (List all sections of the report and their corresponding page numbers for easy reference)
- III. Executive Summary (Present a brief overview of the innovation, including the problem addressed, objectives, key activities, major accomplishments, and significant results.)
- IV. General Objective of the Innovation (State the overall goal of the innovation and the intended improvement or change it seeks to achieve)
- V. Description of the Innovation (Describe the innovation, including its features, processes, target beneficiaries, and how it differs from or improves existing practices.)
- VI. Activities Undertaken during the Implementation (Summarize the major activities conducted from planning to implementation, including timelines and key milestones achieved)
- VII. Highlight Accomplishments/Improvements made by the innovation in the concerned area. Indicate the impact of the innovation supported by the statistical analysis (Present the outputs, outcomes, and positive changes resulting from the innovation. Include quantitative and qualitative evidence, supported by appropriate statistical analysis, tables, charts, or other data to demonstrate its impact)
- VIII. Budget utilization (Provide a summary of the funds and resources used during implementation, indicating the budget allocated, actual expenditures, and sources of funds)
- IX. Sustainability (Explain how the innovation will be maintained, continued, improved, or expanded after the project period, including plans for institutionalization, adoption, or replication)
- X. Appendices
 - A. Approved innovation proposal
 - B. Certificate of utilization
 - C. Certification of Adoption, if adopted by another school/office
 - D. Photo documentation
 - E. Pilot testing and acceptance report
 - F. Other significant/relevant supporting document

Annex 5

CERTIFICATION OF UTILIZATION/ADOPTION OF INNOVATION

This is to certify that the innovation titled “_____” developed and implemented by _____ of _____ has been **utilized/adopted** by this office/school in the performance of its programs, projects, activities, and/or operations.

Based on available records and validation, the innovation has contributed to the improvement of processes, services, systems, or outcomes within the office/school and has demonstrated its usefulness and applicability in addressing identified needs and challenges.

This certification is issued upon the request of the concerned proponent for whatever lawful purpose it may serve.
Issued this ____ day of _____, **20** at _____.

Printed Name and Signature
Head of Office