



Department Of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Velez St., Cagayan de Oro City
www.depedmisor.net
(08822)724615/(088)8564454, Fax:(088)8564524



DIVISION MEMORANDUM

NO. 191 , SERIES 2016

TO:

Education Program Supervisors/Public Schools District Supervisors
Senior Education Program Specialists/Education Program Specialists II
Heads, Public Elementary and Secondary Schools
Heads, Sections and Units
Teaching and Non-Teaching Personnel

This Division

FROM : 
CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

DATE: May 18, 2016

SUBJECT: GUIDELINES, POLICIES, PROCEDURES AND FORMAT IN THE
ADOPTION OF EDUCATIONAL INNOVATION

In line with DepEd's continuing quest for excellence, DepEd Division of Misamis Oriental hereby prescribes the guidelines, policies, procedures and format in the adoption of educational innovation to be introduced by the personnel.

It is hereby advised that concerned personnel shall read DepEd Order No. 66, series 2007 and DepEd Order No. 42, series 2007 for further information.

Attached hereto are enclosures relevant to the introduction of an educational innovation.

Wide and immediate dissemination of this memorandum to all concerned is hereby enjoined.

CMLL/lmc

GUIDELINES, POLICIES, PROCEDURES AND FORMAT
IN THE ADOPTION OF AN EDUCATIONAL INNOVATION

1. A prospective proponent shall submit a letter request to the Schools Division Superintendent for approval of the proposed innovation. A sample text of the letter request is attached as Enclosure No. 3.

2. Along with the letter request, the proponent shall submit the following:

2.1. Brief Overview of the proposed educational innovation

An educational innovation means coming up with new ways of doing things. Innovation in the workplace can help save time, money and could give a competitive advantage (<https://www.business.gov.au/info/rum/research-and-innovation>).

2.2. Work Plan for the implementation

3. When the proposed innovation is granted approval by the Schools Division Superintendent, the proponent shall proceed and follow the Work Plan for Implementation observing strictly the stipulated timeline submitted in the proposal.

4. Educational innovation that is immobile/fixed and stationed in the school/office shall be validated by a team to be commissioned by the Schools Division Superintendent. A thorough validation, verification and evaluation for the impact as claimed by the proponent shall be conducted. A report shall be made by the team articulating the status of the proposed innovation. However, a material or other objects of similar nature to be considered as an educational innovation need to be presented to the evaluation team for assessment with the following remarks:

- 4.1. Conceptualized
- 4.2. Started the implementation
- 4.3. Fully implemented in the school
- 4.4. Adopted in the district
- 4.5. Adopted in the division

5. As soon as the Work Plan Implementation is completely accomplished and done, the proponent has to submit a Narrative Report and Pictorial together with the Final Report of the Educational Innovation strictly following the prescribed format in the Enclosure No. 2 in this Memorandum.

Format of the Educational Innovation

i. Cover Page

- The Cover page to appear in the document to be submitted:

Name and Logo of the school/office where the innovator teaches/holds office

The title that resonate the essence and focus of the innovation

Date of submission

Name and position of the proponent

ii. Table of Contents

- Pagination shall be accurate and follow the prescribed letter font and size

I. Executive Summary

This part should be comprehensive.

The subparts are the following:

1. Focused Problem to be addressed
2. Objectives
3. Target Beneficiaries
4. Activities
5. Persons Responsible
6. Duration of the Project
7. Proposed Budget and Source of Funding
8. Monitoring and Evaluation Plan
9. Sustainability of the Project

II. Rationale

1. Information and data to provide the context of the innovation are adequately presented

2. The problem is clearly stated
3. The urgency of the need to address the problem
4. Emphasis of the importance of the proposed innovation
5. The proposed innovation is appropriate

III. Goals and Objectives

1. The objective addresses the need/problem observed

2. Objectives are specific, measurable, attainable, result-oriented and time-bounded (SMART)
3. Target beneficiaries are identified

IV. Activities

The activities are geared towards the attainment of the objectives reflected in the action plan.

The action plan includes:

- Objectives of each activities conducted
- Sequentially arranged activities
- Resources (human, financial, materials)
- Time frame
- Expected outputs for every activity conducted

V. Strengths of the Innovation

- Benefits and merits of the innovation should be emphasized
- Stakeholders'/partners' capability to provide support for the success of the proposed innovation.
- Proposed innovation reflects originality and creativity

VI. Sustainability

This part shows the assurance of the continuity of the proposed innovation. This further shows the activities, role of stakeholders, if any, resources needed and the continued support/capability of them are greatly ensured.

VII. Appendices

VIII. Self-Certification

The innovator certifies that the innovation conducted/introduced and presented is an original piece of work crafted by him/her and that the ideas and concepts shared is made by him/her.

Sample text of the letter request:

Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

Name of Station/School

Address of Station/School

Date when the letter was made

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent
Department of Education
DIVISION OF MISAMIS ORIENTAL
Don Apolinar Velez St., Cagayan de Oro City

Ma'am:

To ensure that all Kindergarten pupils enrolled in _____ shall become enthusiasts in Mathematics and would enhance their academic performance, may I request that the _____ - an innovation prepared by me – be adopted and used at _____ Elementary School, _____ District, this Division.

Attached are the _____ and the Work Plan for the Adoption of the Innovation.

I hope that this letter request merits your kind approval.

Very truly yours,

Position Held

Noted:

Principal

Recommending Approval:

Public Schools District Supervisor

APPROVED:
CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent