



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 427, s. 2023

**TO: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads Elementary and Secondary
All Others Concerned**

**FROM: LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent**

**SUBJECT: CALL FOR SUBMISSION OF ORIGINALLY-WRITTEN
MANUSCRIPTS FOLLOWING THE DIVISION STANDARD
TEMPLATES AND GUIDELINES ON MANUSCRIPT WRITING**

DATE: SEPTEMBER 8, 2023

PARTICULARS

1. Submission of originally-written manuscripts such as **Module (M), Strategic Intervention Material (SIM), Instructional Material (IM), Innovative Project (IP), Income Generating Project (IGP)** and **Community-Based Project (CBP)** will commence on **September 15, 2023** and will end on **October 31, 2023**. All manuscripts that are submitted beyond the deadline set will no longer be accepted.
2. All manuscripts to be submitted to the Curriculum Implementation Division (CID) Education Program Supervisors' (EPSs') office **are expected to follow the standard templates and guidelines which are hereto attached** as well as the **Division Memoranda on writing the different manuscripts** issued by the following **focal persons**:
 - a) **Dr. Maybelene C. Bautista** – Education Program Supervisor In-charge of Module, Strategic Intervention Material and Instructional Material
 - b) **Mr. Virgilio R. Barba** – Education Program Supervisor In-charge of Income Generating Project
 - c) **Dr. Eugene M. Toralba** – Education Program Supervisor In-charge of Community-Based Project

mcb

d) **Dr. Mike D. Dacasin** – Education Program Supervisor In-charge of Innovative Project

3. The following templates for the different parts of the manuscripts and applicable to all types of manuscripts aforementioned are hereto attached and labeled as follows:

ANNEX:

A) Cover Page

B) Approval Sheets

B.1 - Permit to Write/Conduct

B.2 - Permit to Implement

B.3 - Final Paper

C) Letter to the Schools Division Superintendent/Public Schools District Supervisor/School Head

C.1 - Permit to Write/Conduct

C.2 - Permit to Implement

C.3 - Final Paper

D) Endorsement of the Public Schools District Supervisor (PSDS) of the concerned Elementary and Secondary Schools

E) Curriculum Vitae with latest Picture

F) Parts of a Module, Strategic Intervention Material, and an Instructional Material

G) Arrangement of parts/documents of a Module, Strategic Intervention Material and an Instructional Material

H) Guides in Writing Innovative Project - Proposal and Final Paper

I) Income Generating Project – Arrangement of IGP

J) Community-Based Project Final Paper

4. **Modules, Strategic Intervention Materials, Instructional Materials and Innovative Projects** should be started, implemented and completed **within 6 months. Income Generating Projects** should be conducted from **6 months to a maximum of one (1) year** and **Community-Based Project** should be completed in **2 years time**. For the **Parts of the Community-Based Project**, please refer to **DIVISION MEMORANDUM No. 069, s. 2022**.

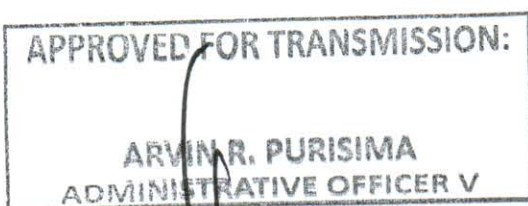
5. For the Modules, SIMs and IMs to be district level manuscripts, they should be used by 50% of the total number of elementary schools and secondary schools in the district. Duly signed request letters to the school heads of the schools that made use of the manuscript including their certifications of usage with corresponding pictures as MOVs should be attached during the final paper of the said manuscripts. An approved school level manuscript will not be allowed to level up to district level category. So the writer has the option whether to go school level or district level.

6. The **characters, pictures and other icons** to be used in the **Modules, SIMs, IMs and Innovative Projects** should be **Philippine-based**. Icons of people with blonde hair and colors other than black hair are not allowed and so with fruits, vegetables, animals, scenic spots, other places and others that are not found in the Philippines. In short, **ALL ICONS** to be used in the manuscripts should be **localized and contextualized**. It would be better if the writer can create his/her own icon for originality's sake and to avoid plagiarism and copyright issues. A **CD** of the manuscripts/ learning resources submitted minus the approved communications should be submitted **with envelope** properly labeled with the name of the writer,



position, school, school address, title of the manuscript, grade level and MELCs covered should be submitted and be pasted on in the **INSIDE BACK PAGE** of the **Modules, SIMs** and **IMs. NO CD means NO COC.** The **soft copies** of the learning resources submitted such as the Modules, SIMs, and IMs will be subjected for further quality assurance for possible uploading in the **Central Office' LR Portal** or in the **Region I Learning Resources Information System (LRIS).**

7. All approved manuscripts should be checked first by the **Learning Resource Management Section (LRMS)** as to their completeness and correct order of documents before they will be recommended/okayed for hard/soft binding and eventually for the **Certificate of Completion.** M/SIM/IM/IP should be hardbound while CBP and IGP should be softbound. All manuscripts should be used with **A4** coupon bonds, font style is **Calibri** and font size is **12. Margins** in the top/bottom, left/right should be **1 inch each.** Spacing should be **1.5.**
8. The color code for each manuscript is as follows:
 - 8.1 Module – Royal Blue
 - 8.2 Instructional Material - Red
 - 8.3 Strategic Intervention Material – Black
 - 8.4 Innovative Project – Emerald Green
 - 8.5 Community-Based Project – Tangerine Orange
 - 8.6 Income Generating Project - Violet
9. All manuscripts should be stamped received by the **Schools Division Office Records Section** before submitting to the CID EPSs' Office.
10. Following-up of submitted manuscripts should only be done a month after their submission to the CID EPSs office. It should be done during **Tuesdays** and **Wednesdays** only through our hotline: **075-6363977.**
11. Manuscripts that fail to follow the standard templates and guidelines will be returned to the teacher-writer, school head-writer, for improvement.
12. For your information, guidance, strict compliance and widest dissemination to all concerned.




LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent







ANNEX A: COVER PAGE



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
District
School

MODULE IN ENGLISH V1, QUARTER 1, WEEK I

MELCS _____

TITLE OF THE MODULE

JUAN C. DELA CRUZ
Teacher III

MCA

ANNEX B.1: APPROVAL SHEET - PERMIT TO WRITE OR CONDUCT



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

APPROVAL SHEET

(For Module, Strategic Intervention Material, Instructional Material)

EX: PERMIT TO WRITE A MODULE IN ENGLISH VI, QUARTER I, WEEK 1
MELCS _____

APPROVAL SHEET

(For Innovative Project, Income Generating Project, Community-Based Project)

EX: PERMIT TO CONDUCT AN INNOVATIVE PROJECT / IGP / CBP

This Module/ Strategic Intervention Material/ Instructional Material/ Innovative Project/ Income Generating Project/ Community-Based Project titled _____, SY: 2023-2024, is to be prepared and developed by NAME OF TEACHER-WRITER or SCHOOLHEAD-WRITER, POSITION, SCHOOL, SCHOOL ADDRESS.

It is being forwarded to the Office of the Schools Division Superintendent for approval.

DIVISION EVALUATION COMMITTEE:

Education Program Supervisor In-charge
of the concerned Subject Area if it is a/an
M/SIM/IM
PSDS if it is a/an CBP, IGP, IP

Education Program Supervisor
In-charge of M/SIM/IM/IP/IGP/CBP

CORNELIO R. AQUINO, EdD
Chief Education Supervisor, CID

APPROVED:

LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

FOR THE SDS:

ROSARIO O. CABRERA
Assistant Schools Division Superintendent - In-charge of the 4th and 5th Congressional Districts

WILFREDO E. SINDAYEN, EdD
Assistant Schools Division Superintendent - In-charge of the 6th Congressional District

ANNEX B.2: APPROVAL SHEET - PERMIT TO IMPLEMENT



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

APPROVAL SHEET

(For Module, Strategic Intervention Material, Instructional Material)

EX: PERMIT TO IMPLEMENT A MODULE IN ENGLISH VI, QUARTER I, WEEK 1
MELCS _____

APPROVAL SHEET

(For Innovative Project, Income Generating Project, Community-Based Project)

EX: PERMIT TO IMPLEMENT AN INNOVATIVE PROJECT

This Module/ Strategic Intervention Material/ Instructional Material/ Innovative Project/ Income Generating Project/ Community-Based Project titled _____, SY: 2023-2024, was prepared and developed by NAME OF TEACHER-WRITER or SCHOOLHEAD-WRITER, POSITION, SCHOOL, SCHOOL ADDRESS.

Pertinent documents submitted were evaluated and validated by the Division Evaluation Committee In-charge in Module/ Strategic Intervention Material/ Instructional Material/ Innovative Project/ Income Generating Project/ Community-Based Project and recommended for **IMPLEMENTATION/TRY-OUT.**

It is being forwarded to the Office of the Schools Division Superintendent for approval.

DIVISION EVALUATION COMMITTEE:

Education Program Supervisor In-charge
of the concerned Subject Area if it is a/an
M/SIM/IM
PSDS if it is a/an CBP, IGP, IP

Education Program Supervisor
In-charge of M/SIM/IM/IP/IGP/CBP

CORNELIO R. AQUINO, EdD
Chief Education Supervisor, CID

APPROVED:

LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

FOR THE SDS:

ROSARIO O. CABRERA
Assistant Schools Division Superintendent – In-charge of the 4th and 5th Congressional Districts

WILFREDO E. SINDAYEN, EdD
Assistant Schools Division Superintendent – In-charge of the 6th Congressional District

ANNEX B.3: APPROVAL SHEET – FINAL PAPER



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

APPROVAL SHEET

(For Module, Strategic Intervention Material, Instructional Material)

**EX: FINAL PAPER OF A MODULE IN ENGLISH VI, QUARTER I, WEEK 1
MELCS _____**

APPROVAL SHEET

(For Innovative Project, Income Generating Project, Community-Based Project)

EX: FINAL PAPER OF AN INNOVATIVE PROJECT

This Module/ Strategic Intervention Material/ Instructional Material/ Innovative Project/ Income Generating Project/ Community-Based Project **FINAL PAPER** titled _____, SY: 2023-2024, prepared and developed by NAME OF TEACHER-WRITER or SCHOOLHEAD-WRITER, POSITION, SCHOOL, SCHOOL ADDRESS was **FULLY IMPLEMENTED** in the targeted/ identified school-beneficiary and learner-beneficiaries.

It is being forwarded to the Office of the Schools Division Superintendent for approval.

DIVISION EVALUATION COMMITTEE:

Education Program Supervisor In-charge
of the concerned Subject Area if it is a/an
M/SIM/IM
PSDS if it is a/an CBP, IGP, IP

Education Program Supervisor
In-charge of M/SIM/IM/IP/IGP/CBP

CORNELIO R. AQUINO, EdD
Chief Education Supervisor, CID

APPROVED:

LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

FOR THE SDS:

ROSARIO O. CABRERA
Assistant Schools Division Superintendent – In-charge of the 4th and 5th Congressional Districts

WILFREDO E. SINDAYEN, EdD
Assistant Schools Division Superintendent – In-charge of the 6th Congressional District

**ANNEX C.1: LETTER TO THE SCHOOLS DIVISION SUPERINTENDENT –
Noted by the School Head and PSDS/
PUBLIC SCHOOLS DISTRICT SUPERVISOR – Noted by the
School Head/
SCHOOL HEAD
PERMIT TO WRITE / CONDUCT**



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
District

Date:

LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent
SDO Pangasinan II
Binalonan, Pangasinan

Madam:

I have the honor to request permission from your office to **WRITE M/SIM/IM** titled _____,
SY: 2023-2024.

This **M/SIM/IM** is on **Subject** (English), **Quarter #** (Quarter 1), **Week #** (Week 1), with **MELCs**
_____ for the **Grade Level of/and Learner-Beneficiaries** (Grade VI Pupils) of

_____, _____.
School (if school level only) **School Address**
OR _____, _____.
District (if district level) **District Address**

Madam:

I have the honor to request permission from your office to **CONDUCT IP/IGP/CBP** titled _____,
SY: 2023-2024.

This **IP/IGP/CBP** aims to _____ of our _____ in
(Purpose) (Beneficiaries)
_____, _____.
(School or Barangay) (School or Barangay Address)

Thank you very much.

Very truly yours,

JUAN C. DELA CRUZ
Teacher III

Noted:

School Head

Public Schools District Supervisor

MCS

**ANNEX C.3: LETTER TO THE SCHOOLS DIVISION SUPERINTENDENT –
Noted by the School Head and PSDS/
PUBLIC SCHOOLS DISTRICT SUPERVISOR – Noted by the
School Head/
SCHOOL HEAD**

FINAL PAPER



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
District
School

Date:

LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent
SDO Pangasinan II
Binalonan, Pangasinan

Madam:

I have the honor to submit the **FINAL PAPER** of my **M/SIM/IM** titled _____, SY: 2023-2024.

This **M/SIM/IM** was **FULLY IMPLEMENTED** among the Grade Level of/and Learner-Beneficiaries
(Grade VI Pupils) of _____,
School (if school level only) **School Address**

OR _____,
District (if district level) **District Address**

Madam:

I have the honor to submit the **FINAL PAPER** of my **IP/IGP/CBP** titled _____, SY: 2023-2024.

This **IP/IGP/CBP** was **FULLY IMPLEMENTED** among _____ of
(Beneficiary/ies)

(School or Barangay) *(School or Barangay Address)*

Thank you very much.

Very truly yours,

JUAN C. DELA CRUZ
Teacher III

Noted:

School Head

Public Schools District Supervisor

ANNEX D: ENDORSEMENT OF THE PUBLIC SCHOOLS DISTRICT SUPERVISOR



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
DISTRICT

FOR PERMIT TO WRITE/CONDUCT:

1ST ENDORSEMENT
Date

Respectfully forwarded to the Schools Division Superintendent the herein request of _____, _____,
(Name of Teacher-Writer or School Head-Writer) (Position)
_____ to WRITE a/an Module/
(School) (School Address)
Strategic Intervention Material/Instructional Material or CONDUCT a/an IP/IGP/CBP titled _____,
SY: 2023-2024, recommending approval.

Public Schools District Supervisor

FOR PERMIT TO IMPLEMENT:

2ND ENDORSEMENT
Date

Respectfully forwarded to the Schools Division Superintendent the herein request of _____, _____,
(Name of Teacher-Writer or School Head-Writer) (Position)
_____ to IMPLEMENT a/an Module/
(School) (School Address)
Strategic Intervention Material/Instructional Material/IP/IGP/CBP titled _____,
SY: 2023-2024, recommending approval.

Public Schools District Supervisor

FOR FINAL PAPER:

3RD ENDORSEMENT
Date

Respectfully forwarded to the Schools Division Superintendent the herein FINAL PAPER of the Module/Strategic Intervention Material/Instructional Material/IP/IGP/CBP titled _____, of _____,
(Name of Teacher-Writer or School Head-Writer)
_____, _____, _____
(Position) (School) (School Address)
SY: 2023-2024, recommending approval.

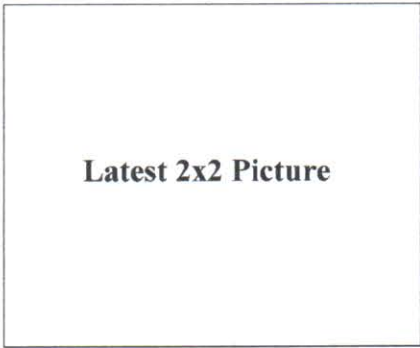
Public Schools District Supervisor

ANNEX E: CUURICULUM VITAE



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
District
School

**CURRICULUM VITAE OF
JUAN C. DELA CRUZ
Teacher III
Alcala Central School
Poblacion, Alcala, Pangasinan**



Contact Number:
DepEd Email Address:
Facebook Account:
Coordinatorship/s: Example: School Librarian, School LRMS Coordinator, etc.
Birthday:
Birthplace:
Age:
Spouse:
Children:
Parents:

EDUCATIONAL BACKGROUND:

LEVEL	SCHOOL	COURSE	YEAR GRADUATED	HONORS RECEIVED
Elementary				
Secondary				
College				
Graduate				
Post Graduate				

WORK EXPERIENCE: LATEST TO PREVIOUS

INCLUSIVE DATES	POSITION	SCHOOL/AGENCY

TRAININGS ATTENDED FOR THE LAST 3 YEARS:

INCLUSIVE DATES	TITLE OF THE TRAINING/SEMINAR	VENUE	LEVEL (International, National, Region, Division)

Signature Over Printed Name

ANNEX F: M/SIM/IM



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

PARTS OF A MODULE (M), STRATEGIC INTERVENTION MATERIAL (SIM) AND INSTRUCTIONAL MATERIAL (IM)

I. PERMIT TO WRITE MODULE/SIM/IM

1. Approval Sheet – Permit to Write
2. Letter to the Schools Division Superintendent (SDS)
3. 1st Endorsement of the Public Schools District Supervisor (PSDS)
4. Letter to the PSDS
5. Letter to the School Head
6. The Proposal – M/SIM/IM
 - a. Introduction
 - b. Rationale
 - c. Objectives
 - d. Beneficiaries
 - e. Mechanics
 - f. Gantt Chart
7. Pretest Questionnaire/Result
8. Curriculum Vitae with Picture

II. PERMIT TO IMPLEMENT MODULE/SIM/IM

1. Approval Sheet – Permit to Implement
2. Letter to the Schools Division Superintendent (SDS)
3. 2nd Endorsement of the Public Schools District Supervisor (PSDS)
4. Letter to the PSDS
5. Letter to the School Head
6. The M/SIM/IM Itself
7. Post Test Questionnaire/Result
8. Letter to the School Heads who will be using the M/SIM/IM in their respective schools (At least 50% of the total number of elementary or secondary schools)
9. Curriculum Vitae with Picture

III. MODULE/SIM/IM FINAL PAPER

1. Approval Sheet – M/SIM/IM Final Paper
2. Letter to the Schools Division Superintendent (SDS)
3. 3rd Endorsement of the Public Schools District Supervisor (PSDS)
4. Letter to the PSDS
5. Letter to the School Head
6. Narrative Report on the Conduct of the M/SIM/IM
7. Presentation, Analysis and Interpretation of the Data Gathered Through Tables and/or Graphs
8. Pretest/Posttest Results
9. The M/SIM/IM Itself
10. Certifications of the School Heads whose schools made use of the M/SIM/IM (At least 50% of the total number of elementary or secondary schools)
11. Letter to the School Heads who made use of the M/SIM/IM in their respective schools (At least 50% of the total number of elementary or secondary schools)
12. Pictures/Mean of Verification (MOVs) of the conduct/implementation of the M/SIM/IM
13. The M/SIM/IM Proposal
14. Curriculum Vitae with Picture

**ANNEX G: ARRANGEMENT OF THE PARTS/DOCUMENTS OF THE
MODULE/SIM/IM BEFORE HARDBINDING**



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

- 1. Approval Sheet – M/SIM/IM Final Paper**
2. Letter to the Schools Division Superintendent (SDS)
3. 3rd Endorsement of the Public Schools District Supervisor (PSDS)
4. Letter to the PSDS
5. Letter to the School Head
- 6. Approval Sheet – Permit to Implement**
7. Letter to the Schools Division Superintendent (SDS)
8. 2nd Endorsement of the Public Schools District Supervisor (PSDS)
9. Letter to the PSDS
10. Letter to the School Head
- 11. Approval Sheet – Permit to Write**
12. Letter to the Schools Division Superintendent (SDS)
13. 1st Endorsement of the Public Schools District Supervisor (PSDS)
14. Letter to the PSDS
15. Letter to the School Head
16. Narrative Report on the Conduct of the M/SIM/IM
17. Presentation, Analysis and Interpretation of the Data Gathered Through
Tables and/or Graphs
18. Pretest/Posttest Results
19. Pretest/Posttest Questionnaires
20. The M/SIM/IM Itself
21. Certifications of the School Heads whose schools made use of the M/SIM/IM
(At least 50% of the total number of elementary or secondary schools)
22. Letter to the School Heads who made use of the M/SIM/IM in their respective
schools (At least 50% of the total number of elementary or secondary schools)
23. Pictures/Mean of Verification (MOVs) of the conduct/implementation of the
M/SIM/IM
24. The M/SIM/IM Proposal
25. Curriculum Vitae with Picture

NOTE: For Module, SIM and IM: Use **A4** coupon bonds, font style is **Calibri** and font size is **12**
Hardbound Color - Module - Royal Blue
SIM - Black
IM - Red

ANNEX H: INNOVATIVE PROJECT



Republic of the Philippines
Department of Education
 REGION I
PANGASINAN SCHOOLS DIVISION OFFICE II

GUIDES IN WRITING INNOVATIVE PROJECT PROPOSAL

1. Follow the suggested formatting and layout style. *See attached sheet.*

Aspect	Description
Font Style	Calibri
Font Size	12
Margins Layout	Standard, at least 1 inch One column, single-sided
Paragraphing	Indented paragraphs, no line skip between paragraphs in a section
Page number	Bottom centered
Paper	A4
Spacing	1.5

Name of Proponent:

Project Title: Sentence summary of the project scope

Project Time Frame: (at least 6 months)

2. **I. PROJECT CONTACTS** Follow the suggested table below.

Name	Position	Roles in the Project	Contact Number/Details/Email add

INNOVATIVE PROJECT PROPOSAL

NAME OF PROPONENT:

PROJECT TITLE: Sentence summary of the project scope

PROJECT TIME FRAME: (at least 6 months)

I. PROJECT CONTACTS

II. PROJECT SUMMARY

III. PROJECT BACKGROUND

IV. PROJECT OBJECTIVES

V. PROJECT METHODOLOGY

A. Work Breakdown and Task Time Estimates

B. Project Deliverables

C. Project Risk Management

VI. PROJECT COSTS

A. Project Budget – must be detailed

B. Sources – (source of funds) not come from the MOOE fund.



Address: Mac Arthur Highway, Canarvacanan, Binalonan, Pangasinan
 Telephone Number: (075) 637-6227 / 524-7768
 Email Address: pangasinan2@deped.gov.ph




3. **II. PROJECT SUMMARY:** The goal of this section is to present the reasons for doing this project as well as state the project's objectives. In this section, in particular, it is essential 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?
4. **III. 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 school data on the current school situation relating to the identified problem to support that there is a need to undertake this innovative project.
 - Show that the activities and the processes to be done will showcase creativity and innovativeness and not the usual way.
5. **IV. PROJECT OBJECTIVES** - State explicitly what goals the project is aiming to achieve. Follow the SMART way of writing the objectives.
- General Objectives
 - Specific Objectives
6. **V. PROJECT METHODOLOGY**
- A. Work Breakdown and Time Estimates** - In this section, you should create a detailed project schedule. Make a list of tasks that will be performed for this project, and make sure the list is complete enough and the tasks broken down. **Use appropriate Gantt Chart.**
7. **B. Project Deliverables** - Make a list of the project "deliverables." (These are the products that will be delivered to the client at the end and throughout the project). Make sure to include a description of the deliverable.
8. **C. Project Risk Management**
- Write a brief introduction before accomplishing the table below.

Risk Identification	Causes	Impact on the project/school	Mitigation	Contingency Action

9. **VI. PROJECT COSTS** - In this section, you will need to estimate the overall cost of the project.
- Project Budget – must be detailed
 - Sources – (source of the fund) Should not come from the MOOE fund.



Address: Mac Arthur Highway, Canarvacanan, Binalonan, Pangasinan
 Telephone Number: (075) 637-6227 / 524-7768
 Email Address: pangasinan2@deped.gov.ph

MA

MCA

COMPLETED INNOVATIVE PROJECT

10. Follow the suggested formatting and layout style. *See attached sheet.*

Aspect	Description
Font for headings	Boldface Serif or sans serif size in accordance with the hierarchy
Font for the text portion	12-point serifs such as Times New Romans or Book Antigua
Margins Layout	Standard, at least 1 inch One column, single-sided
Paragraphing	Indented paragraphs, no line skip between paragraphs in a section
Page number	Bottom centered
Paper	A4
Spacing	1.5

Name of Proponent:

Project Title: Sentence summary of the project scope

Project Time Frame: (at least 6 months)

COMPLETED INNOVATIVE PROJECT

NAME OF PROPONENT:

PROJECT TITLE: Sentence summary of the project scope

PROJECT TIME FRAME: (at least 6 months)

Copy Part I-VI, however, methodology indicates something already happened.

VII. MONITORING AND EVALUATION

Project Results/Findings

Evidences in the Conducted Intervention/Project

VIII. SUSTAINABILITY OF THE PROJECT

IX. APPENDICES

Figures, letter/ MOA (donors) bill of materials, receipts of deliverables, letter of acceptance, approved evaluation form signed by project evaluators.

11. **I. PROJECT CONTACTS** Follow the suggested table below.

Name	Position	Roles in the Project	Contact Number/Details/Email add



Address: Mac Arthur Highway, Canarvacanan, Binalonan, Pangasinan
 Telephone Number: (075) 637-6227 / 524-7768
 Email Address: pangasinan2@deped.gov.ph

12. **II. PROJECT SUMMARY.**

The goal of this section is to present the reasons for doing this project as well as state the project's objectives. In this section, in particular, it is essential to write concisely and clearly. Be able to answer the following questions:

- a. Why are you doing this project?
- b. What will you be doing?
- c. How will you be doing it?
- d. Who will be doing it?
- e. Where will it be done?
- f. How long will it take?
- g. How much will it cost?

State the discussions or the narratives in the past tense, hence the proposal has already been implemented or conducted.

13. **III. PROJECT BACKGROUND.**

- a. 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.
- b. Include school data on the current school situation relating to the identified problem to support that there is a need to undertake this innovative project.
- c. Show that the activities and the processes to be done will showcase creativity and innovativeness and not the usual way.

State the discussions or the narratives in the past tense, hence the proposal has already been implemented or conducted.

14. **IV. PROJECT OBJECTIVES**

State explicitly what goals the project is aiming to achieve. Follow the SMART way of writing the objectives.

- a. General Objectives
- b. Specific Objectives

15. **V. PROJECT METHODOLOGY**

- a. **Work Breakdown and Time Estimates** - In this section, you should create a detailed project schedule. Make a list of tasks that will be performed for this project, and make sure the list is complete enough and the tasks broken down. **Take note that every month in the Gantt Chart will now be filled up with the accomplished work under each stated activity. The shaded part of the chart will be replaced with statements/descriptions of the conducted activities.**
- b. **Project Deliverables** - Make a list of the project "deliverables." (These are the products that will be delivered to the client at the end and throughout the project). Make sure to include a description of the deliverable
- c. **Project Risk Management**
 - 1. Write a brief introduction.
 - 2. Accomplish the table below

Risk Identification	Causes	Impact on the project/school	Mitigation	Contingency Action

16. **VI. PROJECT COSTS.** In this section, you will need to estimate the overall cost of the project.

- a. Project Budget – must be detailed
- b. Sources – (source of the fund) Should not come from the MOOE fund

17. **VII. MONITORING AND EVALUATION**

- Describe how progress will be evaluated throughout and at the end of the project. Discuss the results and findings based on the intervention conducted and show that the objectives were attained.
- Present evidences in the conducted intervention/project.
Note: Verbs in sentences must be in the past tense.



18. VIII. SUSTAINABILITY OF THE PROJECT

Specify the actions/activities required for the sustainability of the Project

19. IX. APPENDICES

- Monthly Accomplishment reports, Narrative reports, Pictures with caption (dates and description), Letter/ MOA (Donors) Bill of materials, receipts of deliverables, Letter of Acceptance, Approved evaluation form signed by project evaluators, Curriculum Vitae, Pretest, Posttest, tabular presentations, graphical presentations, etc.



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Telephone Number: (075) 637-6227 / 524-7768
Email Address: pangasinan2@deped.gov.ph

Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OFFICE II OF PANGASINAN

ARRANGEMENT OF INCOME GENERATING PROJECT

1. COVER PAGE
2. BLANK PAGE
3. APPROVAL SHEET (FINAL PAPER)
4. LETTER TO SCHOOLS DIVISION SUPERINTENDENT (FINAL PAPER)
5. 2ND ENDORSEMENT
6. PRE-EVALUATION SHEET ACCOMPLISHED BY THE DISTRICT IGP COMMITTEE (ELEM) OR SCHOOL IGP COMMITTEE (SEC)
7. NARRATIVE REPORT

- I. INCOME GENERATING TITLE
- II. PROJECT PROPONENT
NAME, POSITION, SCHOOL, DISTRICT
CONTACT NUMBER
- III. PROJECT LOCATION
- IV. PROJECT DURATION
- V. RATIONALE
- VI. OBJECTIVES
- VII. PROJECT DESCRIPTION (AT LEAST 2 PAGES)
- VIII. PROJECT BENEFICIARIES AND THEIR BENEFITS (AT LEAST 15 BENEFICIARIES)
ATTACHMENT: PAYROLL AND PICTURES
- IX. ACCOMPLISHMENT REPORT - CONSOLIDATED MONTHLY REPORT (AT LEAST 2-3 PAGES -
LANDSCAPE)
- X. ANNUAL FINANCIAL REPORT

MONTH	SALES (A)	EXPENSES (B)	INCOME (A-B)	AMOUNT SHARED TO THE BENEFICIARIES	SHARE OF THE PROPONENT
TOTAL					

ATTACHED: OFFICIAL RECEIPTS AS PROOF OF PURCHASE, PAYROLL OF LABORERS (LEARNERS), ETC., WEEKLY/MONTHLY SALES, ETC.

- XI. PROBLEMS ENCOUNTERED IN THE CONDUCT OF THE IGP AND ITS SOLUTIONS
- XII. MONITORING AND EVALUATION RESULTS DONE BY THE MONITORING OFFICIALS (At least ME done by the PSDS, EPS, SCHOOL HEAD, IGP COORDINATOR)
- XIII. ACTIVITIES CONDUCTED TO SUSTAIN THE IGP
- XIV. RECOMMENDATIONS

ATTACHMENTS:

1. MONTHLY ACCOMPLISHMENT REPORTS WITH MOVs LIKE PICTURES DURING THE PHASES OF IMPLEMENTATION, ATTENDANCE SHEETS, TRAINING MATRIX, SAMPLE PROGRAMME, INVITATION LETTERS, VIDEO CLIPS, ETC. (WITH EAR TAGS)
2. APPROVED PERMIT TO CONDUCT AN INCOME-GENERATING PROJECT
3. LETTER TO SCHOOLS DIVISION SUPERINTENDENT (PERMIT TO CONDUCT)
4. 1ST ENDORSEMENT
5. CURRICULUM VITAE WITH 2x2 PICTURES

MCA



Republic of the Philippines
Department of Education
Region I

PANGASINAN SCHOOLS DIVISION OFFICE II
Canarvacanan, Binalonan, Pangasinan

COMMUNITY-BASED PROJECT FINAL PAPER

1. Approval Sheet – for the Division CBP Committee
2. Letter to SDS
3. 2nd Endorsement
4. Pre-Evaluation Sheet done by the District Committee (Elem) or School Committee (Secondary Schools)
5. Authenticated Copy of Permit to Conduct CBP/ Approved CBP Proposal
6. Indorsement Letter of the School Head concerned
7. Letter of Intent, addressed to the Schools Division Superintendent (Thru Channels), Attn: Division Committee on CBP Evaluation/ Validation
8. Cover Page
 - Part I. Community-Based Project Title
 - Part II. Project Proponent
Name, Position, School, District
Contact Number
 - Part III. Project Location (Give the exact location of the CBP, include a map)
 - Part IV. Project Duration
 - Part V. Rationale
 - Part VI. Objectives (SMART)
 - Part VII. Project Description
 - Part VIII. Annual Accomplishment Report – Consolidated
Attachments:
Monthly Accomplishment Report (at least 2 pages – landscape) – 24 months implementation
Attachment: Pictures/ Videos during the different phases of the CBP, Original Attendance Sheet, etc., Training Matrix, Handouts, Flyers of Information, Invitation Letter, Include pictures before and after the completion of the project
 - Part IX. Annual Financial Report (Expenses incurred during the duration of the project implementation)
 - Part X. Problems Encountered in the Conduct of the CBP and it's solutions
 - Part XI. Monitoring and Evaluation Results done by the Monitoring Officials
(At least 4 ME done by the EPS Focal Person, PSDS, School Head, CBP Coordinator)
 - Part XII. Sustainability (Activities to sustain/ ensure the continuity of the CBP)
 - Part XIII. Recommendations (Improvement/Advancement in the conduct of similar CBP)Other Attachments:
 1. Designation of the CBP proponent signed by the Barangay Captain and School Head
 2. Barangay Certification that the CBP has been completed
 3. Profile of the CBP Proponent with 2x2 pictures

Prepared by: _____
Teacher-Proponent

Note:

Use A4 coupon bonds, fonts shall be Calibri, font size 11
Folder Color – Green
With ear tags {I-IV, V, VI, VII, VIII, IX, X (MAR 1-24), XI, XII, XIII}