



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

DIVISION MEMORANDUM

No. 302, s. 2024

**To: Public Schools District Supervisors/District In-charge
Elementary and Secondary School Heads
SHS Assistant School Principals
CBP, IGP and IP District Coordinators
All Others Concerned**

From: The Schools Division Superintendent

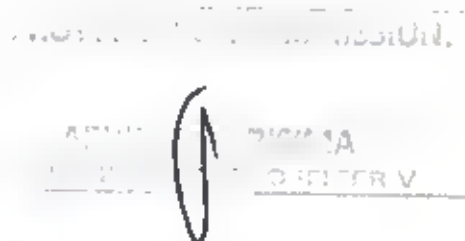
**Subject: ADDITIONAL GUIDELINES IN WRITING CBP, IGP AND IP MANUSCRIPTS
In consonance with the Division Memorandum No. 302, s. 2024 dated
July 1, 2024, (INSTITUTIONAL GUIDELINES AND PROCESSES IN
WRITING MANUSCRIPTS AND RESEARCH)**

Date: July 30, 2024

PARTICULARS

1. This Office would like to inform the field about the additional guidelines in writing CBP, IGP and Innovative Project Manuscripts. This is in consonance with the the *Division Memorandum No. 302, s. 2024 dated July 1, 2024, (INSTITUTIONAL GUIDELINES AND PROCESSES IN WRITING MANUSCRIPTS AND RESEARCH)*.
2. All proponents are advised to follow strictly the prescribed requirements and process flow in submitting the manuscripts in the school, district and division level.
3. Immediate and wide dissemination of this memorandum is desired.

VIVIAN LUZ S. PAGATPATAN, PhD, CESO VI
OIC, Schools Division Superintendent



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



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

GUIDELINES ON THE CONDUCT OF COMMUNITY-BASED PROJECT (CBP)

As per criteria for the selection of Master Teacher position based on MEC Order No. 29, S. 1979 and DECS Order No. 57, s. 1997, stating that **Community-Based Project (CBP)** must possess "over-all quality" it is a prudent policy of this office that the following steps be observed:

FOR COMMUNITY-BASED PROJECT PROPOSAL

Please refer to *Division Memorandum No. 302, s. 2024 dated July 1, 2024*, **INSTITUTIONAL GUIDELINES AND PROCESSES IN WRITING MANUSCRIPTS AND RESEARCH** for the committees concerned.

EXAMPLES OF COMMUNITY-BASED PROJECTS AND FREQUENCY OF ACTIVITIES

Community-Based Projects	Recommended Activities	Recommended Frequency of Activities
1. Community-Based Waste Management Project	<ul style="list-style-type: none">- Launching of the Community-Based Project and Environmental Scanning- Creation of Committees- Demonstration/Lecture on Ecology Waste Management- Clean Drive- Training/Lecture/Demonstration on 3 Rs (Reuse, Reduce and Recycle of Waste Materials)	1 or 2 activity/ies per month
2. Community-Based Clean and Green Project	<ul style="list-style-type: none">- Launching of the Community-Based Project- Environmental Scanning- Creation of Clean/Green Project Committees- Tree Planting Activity- Training/Lecture/Demonstration on gardening, ornamental plants propagations, etc.- Training on landscaping and beautification- Preparation of plant nurseries- Clean Drive	1 or 2 activity/ies per month
3. Community-Based Literacy/Numeracy Program cum Gift Giving	<ul style="list-style-type: none">- Advocacy of the Project to the Community People and non-governmental organizations- Identifying project beneficiaries- Launching of Community-Based Project- Reading Program for the non-decoders/frustration readers- Numeracy Program for the non-numerates- Gift Giving of School Supplies, etc	1 or 2 activity/ies per month
4. Community-Based Nutrition Program	<ul style="list-style-type: none">- Launching of Community-Based Project- Training of Parents/Community People/Beneficiaries on Health and Proper Nutrition- Analysis of School Form 8 – Nutritional Status of Learners- Demonstration / workshop / seminar on preparation of clean, simple but nutritious menus / snacks to improve health status among children- Advocacy of the Program via FB or distribution of fliers to promote good health and nutrition.- Deworming activity with assistance of RHU or local /designated nurse in the district	1 or 2 activity/ies per month

5. Community Health/Nutrition Program	Launching of Community-Based Project Training of Parents / Community People / Beneficiaries on Health, Hygiene and Wellness (coordinate with the LGU/Medical Doctors, and Nurses) - Information dissemination to promote good health (e.g . how to avoid Covid-19, typhoid fever, dengue fever, etc.) - Training o Personality Development and Food Grooming - Oral Hygiene Checkup, etc. - Fitness/Wellness activities - Gift giving (handwashing kit, oral hygiene kit, anti-covid kit) - Feeding activities	1 or 2 activity/ies per month
6. Community-Based Program for the Senior Citizens or Persons with Disabilities	- Launching of Community-Based Project - Training on Republic Acts/Laws on Benefits and Privileges of Senior Citizens and Persons with Disabilities - Training on Graceful Aging Coping with Stresses/Anxieties - Wellness / Health program for Senior Citizens/PWD - Training on Senior Citizens Healthcare program(geriatric) - Training on Financial Literacy for SC/PWD	1 or 2 activity/ies per month
7. Other Community-Based Project	- To be reviewed and checked by the Division CBP Committee	1 or 2 activity/ies per month

Reminders: Upon the receipt of the returned manuscript, the writer/proponent shall incorporate the corrections for RESUBMISSION to the Division Evaluation Committee. Revision of proposal SHOULD BE WITHIN THE REQUIRED TIME FRAME (10 working days ONLY). Otherwise, the manuscript shall be recommended for submission on the next call.

MONITORING AND EVALUATION OF COMMUNITY-BASED PROJECT

Monitoring and Evaluation (M & E) shall be conducted by Public Schools District Supervisor or Education Program Supervisors (focal person) preferably two times during the conduct of the Community-Based Project. The School Head shall monitor the project regularly and provide TA for its proper implementation. The results of the Monitoring and Evaluation shall be submitted to the Division CBP Committee and the result shall be the basis of the Division Committee whether to recommend the project implemented for the approval by Schools Division Superintendent or his duly representative. *(See Attached M and E Template)*

For school heads'/coordinators' expenses incurred during the monitoring and evaluation of CBP shall be charged against school/local funds while travel and other incidental expenses incurred by the division supervisors (Chief ES, EPS, PSDS) shall be charged against division funds.

M & E can be conducted virtually where physical presence is not allowed.

Reminders: Monthly Accomplishment Report shall be submitted on a monthly basis, ONLY those with valid reasons will be given consideration in the delayed submission of his/her monthly accomplishment report for a maximum of 3 accumulated months ONLY. Otherwise, the manuscript shall be recommended for resubmission of his/her proposal in the next call.

FOR COMMUNITY-BASED PROJECT COMPLETION/FINAL PAPER

After 2 years of implementation, the proponent will submit his Final Paper for review/pre-evaluation and for the provision of Technical Assistance (TA) for the proper completion of the CBP.

The corrected CBP Final Paper shall be endorsed to the Schools Division Superintendent-attention Division CBP Committee for the Final Evaluation/Validation. The Division Committee shall recommend the Final Paper's **APPROVAL** by the Schools Division Superintendent or his representatives if the required reports and MOVs are found correct, in order and properly accomplished by the proponent. *(See attached parts of the Final Paper)*



FOR COMMUNITY-BASED PROJECT COMPLETION/FINAL PAPER

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The corrected CBP Final Paper shall be endorsed to the Schools Division Superintendent-attention Division CBP Committee for the Final Evaluation/Validation. The Division Committee shall recommend the Final Paper's **APPROVAL** by the Schools Division Superintendent or his representatives if the required reports and MOVs are found correct, in order and properly accomplished by the proponent. (*See attached parts of the Final Paper*)

Monthly schedule (preferably every 4th Wednesday of the month) shall be set by the Committee with the Technical Working Group for the final review, evaluation and revalidation of the paper.

A **Certificate of Completion** shall be given to the proponent after presenting the corrected copy of completed CBP to the Division Committee c/o the CID Chief.

A. FOR SCORING COMMUNITY-BASED PROJECT

Coordinator of Community Project or Activity or Program of Another Agency or Coordinator of Rural Service Improvement activity in a community such as feeding, health and nutrition, agro-industrial affairs, clean and green, etc. shall be conducted for at least **2 years (24 months)**.

Enclosures:

- Encl 1 PARTS OF COMMUNITY-BASED PROJECT PROPOSAL/ FEASIBILITY STUDY*
- Encl 2 COMMUNITY-BASED PROJECT PROPOSAL PRE-EVALUATION SHEET*
- Encl 3 COMMUNITY-BASED PROJECT PROPOSAL EVALUATION SHEET*
- Encl 4 MONITORING AND EVALUATION TOOL FOR COMMUNITY-BASED PROJECT*
- Encl 5 PARTS OF COMMUNITY-BASED PROJECT MONTHLY ACCOMPLISHMENT REPORT*
- Encl 6 PARTS OF COMMUNITY-BASED PROJECT FINAL PAPER*
- Encl 7 COMMUNITY-BASED PROJECT FINAL PAPER EVALUATION SHEET*

A handwritten signature in black ink, appearing to be 'Aton', with a long horizontal line extending to the right.



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Region I
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Canarvacanan, Binalonan, Pangasinan

PARTS OF COMMUNITY-BASED PROJECT PROPOSAL

1. Approval Sheet - for the Division CBP Committee
2. Pre-Evaluation Sheet done by the School Committee
3. Indorsements Letter of the School Head concerned
4. Letter of Intent, addressed to the Schools Division Superintendent (Thru channels), Attn: Division Committee on CBP Evaluation / Validation
5. Cover Page

- Part I. Community-Based Project Title
Part I. Project Proponent
Name, Position, School, District
Contact Number
- Part III. Project Location
Part IV. Project Duration (At least 2 years)
Part V. Rationale
Part VI. Objectives (SMART)
Part VII. Project Description (At least 2 pages) for Clean/Green CBP, include picture of the Project Location before its proper implementation
- Part VIII. Project Beneficiaries
Part IX. Action Plan and Schedule of Activities (at least 2 pages -**landscaps**)
(include a Gantt Chart)
Part X. Budgetary Requirement:
Estimated Budget per activity: _____
Source of Budget: _____
- Part XI. Problems Foreseen in the Conduct of the CBP and Possible Solutions

Other attachments: 1) Designation of the CBP proponent signed by the Barangay Captain & School Head

2) Profile of the CBP Proponent with 2x2 picture.

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, XI)*



Enclosure 2

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Canarvacanan, Binalonan, Pangasinan

**COMMUNITY-BASED PROJECT PROPOSAL
PRE-EVALUATION SHEET**

Name of Proponent: _____ Position: _____
School: _____ Elem District/ Municipality: _____

Title: _____
Proposed Starting Date of Implementation: _____
Proposed Date of Completion: _____

	With /yes	Without /No	Findings/ Comments/ Suggestions	Action Taken by the Proponent
1. Letter of Intent (Proponent)				
2. Indorsement Letter (SH)				
3. Designation as CBP Coordinator signed by the BRGY. Captain and School Head				
4. Rationale				
5. Objectives				
6. Project Description				
7. Project Beneficiaries				
8. Action Plan and Monthly CBP Activities				
9. Problems Foreseen in the Conduct of the CBP and Possible Solutions				
10. Sustainability Plan				

Other Comments and Suggestions:

Recommendation of the Evaluator: (Please check)

- Completed/Complied all the needed requirements.
The CBP proposal is recommended for APPROVAL
 There are corrections to be incorporated in the presented proposal.
 Reconstruct CBP Proposal, incorporate some corrections and submit immediately the Corrected
CBP Proposal after complying the required parts.

Evaluated by:

School Head

School Coordinator

TWG Member

Date Evaluated. _____



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COMMUNITY-BASED PROJECT PROPOSAL
EVALUATION SHEET

Name of Proponent: _____ **Position:** _____
School: _____ **Elem District/Municipality** _____

CBP Title: _____
Proposed Starting Date of Implementation: _____
Proposed Date of Completion: _____

	With /Yes	Without /No	Comments/Suggestions	Actions Taken by the Proponent
1. Letter of Intent (Proponent)				
2. Indorsement Letter				
3. Designation as CBP Coordinator signed by the Brgy Captain and School Head				
4. Rationale			<ul style="list-style-type: none"> • It should describe the issues and problems the community faces and how the proponent and the proposed project will address these issues. • State the problem as clearly and precisely as possible. • Summarize relevant background information about the community and resources available. • Include specific information regarding the focus area and beneficiaries, including input from the community. • Refer to school / community data, live examples, past projects, quotes and media articles to build a case for support • Explain the individual or group (proponents) strength and capacity in addressing this problem and achieving long-term impact. 	
5. Objectives			The objectives of a project should be SMART <ul style="list-style-type: none"> • Specific: clear about what, where, when and how the situation will be changed. • Measurable: able to quantify the targets and benefits • Achievable: able to attain the objectives (knowing the resources and capacities at the disposal of the community) • Realistic: able to obtain level of change reflected in the objective • Time Bound: stating the time period in which they will each be accomplished. 	

6. Project Description		<p>A project can be considered to have five (5) key characteristics that have to be managed:</p> <ul style="list-style-type: none"> ◆ Scope: defines what will be covered in a project ◆ Resource: what can be used to meet the scope. ◆ Time: what tasks are to be undertaken and when ◆ Quality: the spread or deviation allowed from a desired standard. ◆ Risk: defines in advance what may happen to drive the plan off course, and what may happen to drive the plan off course, and what will be recover the situation 	
7. Project Beneficiaries		<ul style="list-style-type: none"> • Target group or the target beneficiaries are those who will benefit from your project. • They are the people whose circumstances you want to change by implementing your idea. They can be affected directly or indirectly by the project. 	
8. Action Plan and Monthly CBP Activities		<p>Columns</p> <ol style="list-style-type: none"> 1. Monthly CBP Activities/ Programs 2. Objectives 3. Strategies 4. Persons Involved 5. Date/s of Implementation 6. Budgetary Requirement/ Source of Budget 7. Success Indicator 8. Remark (Leave Blank) 	
9. Problems Foreseen in the Conduct of the CBP and Possible Solutions		<p>It is a concise description of a foreseen issue to be addressed or a condition to be improved upon and a simple/well-defined possible solution.</p>	
<p>10. Sustainability Plan</p> <p>Sustainability refers to being able to maintain/continue the project, operations/services and benefits without the support of the proponents/donors/project owners.</p>		<p>A brief discussion of the project future plan considering the following aspect</p> <ul style="list-style-type: none"> • Advancement/Improvement of the IGP • Transfer of Skills to the beneficiaries through a demonstration, training, workshop, seminar, etc. 	

Other Comments and Suggestions:

Recommendation of the Evaluator: (Please check)

Completed/Complied all the needed requirements.

The CBP proposal is recommended for APPROVAL.

There are corrections to be incorporated in the presented proposal

Reconstruct CBP Proposal, incorporate some corrections and submit immediately the Corrected CBP Proposal (3 copies) within 5 working days to the Division CBP Committee for their appropriate action.

Pre-Evaluated by:

EPS/ CHIEF ES, CID

Date Evaluated: _____



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MONITORING AND EVALUATION TOOL FOR
COMMUNITY-BASED PROJECT

Date Monitored: _____

Project Title: _____
 Name of Proponent: _____ Position: _____
 School/District/ Municipality: _____

First Semester Implementation	Second Semester Implementation		REMARKS
PARTICULARS	YES/ AVAILABLE	NO/ NOT AVAILABLE	
1. With approved project proposal / feasibility study by the schools Division Superintendent or his representative.			
2. The proponent was properly designated to initiate a Community-Based Project by the Barangay Captain and School Head.			
3. The CDP was properly disseminated in the community through the hanging of tarpaulin/streamers at the project site.			
4. Related activities stated in the CBP plan are conducted/implemented with the presence of Barangay Officials/volunteers. <i>(Supported with attendance sheet)</i>			
5. The project gives impact and benefits to the community people / learners / beneficiaries.			
6. Learners/parents/community people are involved in the CBP.			
7. The CB project will not harm or damage the environment and community.			
8. The CBP is a community-friendly project. Participants are observing IATF rules during the conduct of the CBP.			
9. Monthly Accomplishment Reports were submitted to the Division Committee regularly c/o CID Chief.			
10. Others, please specify			

Suggestions and Recommendations for the improvements of the project:

Monitored by: _____

Conforme: _____

Proponent _____

Noted:

EUGENE M. TORALBA, Ph.D.
 Education Program Supervisor
 CBP Focal Person



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**PARTS OF COMMUNITY-BASED PROJECT
MONTHLY ACCOMPLISHMENT REPORT**

For the Month of _____

1. Title of Community-Based Project: _____
2. Start of Implementation: _____
(Date of Approval of CBP Proposal)
End of Implementation: _____
3. Activity Objectives:

4. Project Location: _____
5. Activities for the month and people involved in the preparation of the project. Please enumerate.
6. Brief narrative/accomplishment report - include the impact of the project to the beneficiaries/
community **(Portrait, 1-2 pages only)**
7. Include pictures (2 or more pages - Portrait) or video clips during the implementation of monthly
activities. Use 2 pictures per activity with caption, include the date/s and place)
8. Attendance of Participants **(prepare 3 original Copies)**
9. Properly accomplished Monitoring and Evaluation Tool done by the School Head or School Head in
Charge of CBP or PSDS/EPS. **(Original Copy)**
10. Approval of IATF that you can gather people to participate physically in your CBP activities. (In case the
project location is under strict quarantine/ lockdown).
11. Attached all the MOVs.

Prepared by:

CBP Proponent

Noted: _____
PSDS

Noted:

EUGENE M. TORALBA, Ph.D.
Education Program Supervisor
CBP Focal Person

To: CBP Coordinators

1. All reports shall be A4 bond paper.
2. Do NOT use folders for the CBP Monthly Report.
3. Original copies shall be submitted at the CID office.
4. CBP Monthly Reports shall be submitted per district (Elementary) by their District CBP
Coordinator (Elem) and per school by their CBP Coordinator (Sec).



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Cantarracanan, Binalonan, Pangasinan

PARTS OF 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 School Committee
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 its 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)*



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COMMUNITY-BASED PROJECT FINAL PAPER
EVALUATION SHEET

Name of Proponent: _____ **Position:** _____
School: _____ **Elem District/Municipality** _____

CBP Title: _____
Proposed Starting Date of Implementation: _____
Proposed Date of Completion: _____

	With / Yes	Without / No	Findings/ Comments/ Suggestions	Action Taken by the Proponent
1. Approved CBP Proposal				
2. Indorsement Letter (SH)				
3. Monthly activities were implemented observing the health protocols set by the IATF such as the conduct of orientation, meeting or trainings with the volunteers, beneficiaries and stakeholders				
4. Submitted Monthly Accomplishment Reports with MOVs (Picture/Videos); and attendance of participants.				
5. Followed the recommended frequency of activities in a month, quarter, semester or annually				
6. There were committees created and volunteers who took charge of different functions in the implementation of the CBP.				
7. Sustained the CB Projects through the conduct of lectures, demonstration, seminar-workshop for the target beneficiaries (ff, virtual)				
8. The CBP activities were properly monitored and evaluated by the school authorities/ Division Committee				
9. There are certification of the Barangay and Community Chairman that the activities conducted gave impact and beneficial to the community people.				
10. Provided solutions to problems encountered in the conduct of CBP				
11. Learners who are 15 years old and below, and 65 years old volunteers are not engaged in the conduct of Community-Based Projects				
12. The proponent completed the project with very satisfactory rating.				

Other Comments and Suggestions:

Recommendations of the Evaluator: *(Please Check)*

- Completed/Complied all the needed requirements.
- The CBP Final Paper is recommended for APPROVAL.
- There are lacking documents and corrections to be incorporated in the CBP Final Paper.
- Reconstruct CBP Final Paper, incorporated some corrections/ lacking documents.

Evaluated by:

EPS / Chief ES, CID

Date Evaluated: _____



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Office of the Schools Division Superintendent

REVISED GUIDELINES ON THE CONDUCT OF INCOME-GENERATING PROJECT (IGP)

1. The IGP is open to all interested teachers, both Elementary and Secondary regardless of the learning area they are teaching.
2. All applicants/initiators of IGP shall strictly be guided by the Institutional Guidelines particularly on the Process Flow and Templates as provided for in Division Memorandum No. 302, s. 2024
3. The IGP shall be conducted with a time frame of one (1) year. It shall start upon the approval of the IGP Permit by the Division authorities concerned. If needed however the EPS-in-charge of the project may advise its extension due to some valid reasons such as lack of needed development of skills among the beneficiaries.
4. The Project shall be a worthwhile activity wherein the entrepreneurial and working skills of the learner beneficiaries in any of the components of EPP/TLE namely ICT, AFA, FCS, and IA are developed Examples of these projects are Mushroom Production, Cookery Product Making, Industrial Arts Product Making, Animal Production, Crop/Vegetable Raising, etc.
5. The number of beneficiaries per IGP shall be a minimum of 5 and a maximum of 10 learners depending on the scope and manpower requirement of the project.
6. Joint conduct of the IGP is not allowed. It shall be strictly an individual endeavor of a teacher.
7. The total amount to be shared each beneficiary at the end of the project shall be not less than ₱3,000.
8. The monitoring of the IGP by the EPS in-charge of the project shall be three (3) times within the duration of the project scheduled as follows:
 - **Initial** – upon the start of the implementation.
 - **Progress** – at the middle of the implementation.
 - **Final** - within the last of month of the implementation.



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Infoboard Group



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Office of the Schools Division Superintendent

As Means of Verification a Certificate of Inspection shall be issued by the EPS in-charge of the project just after the inspection.

9. The Approval Sheet of the **Permit to Conduct** shall have the hereunder **attachments** in the following order:

- a. **Indorsement from the SDS**
- b. **District Evaluation Committee Review Certification**
- c. **Project Proposal with Complete parts**
- d. **Curriculum Vitae of the proponent**
- e. **Parent Consent**

Note: On top of these documents shall be the Evaluation Sheet for Permit to Conduct.

10. The **Approval Sheet for the Final Paper (Accomplishment Report)** shall have the hereunder attachments in the following order:

- a. **Indorsement from the PSDS**
- b. **District Evaluation Committee Review**
- c. **Approved Permit with the attachments as stated above**
- d. **Certificate of Inspection (EPS in-charge of IGP)**
- e. **Proof of Income Shared to beneficiaries**
- f. **Monthly Accomplishment Reports with Pictures**
- g. **Accomplished monitoring tools (school/district)**

Note: On top of these documents shall be the Evaluation Sheet for Final Paper (Accomplishment Report)

11. For emphasis and reiteration, the following are enclosed:

- a. Process Flow Chart for IGP
- b. Templates for:
 - **Approval Sheet for Permit to Conduct**
 - **Approval Sheet for Final Paper (Accomplishment Report)**
 - **Certificate of Inspection**
 - **Monitoring Tool (by school/district)**
 - **Schedule of Activities**



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c. Assessment/Evaluation Sheet for:

- **Permit to Conduct**
- **Final Paper (Accomplishment Report)**

12. All issuances which are inconsistent with this Revised Guidelines are hereby rescinded.



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pangasinan2@dped.gov.ph



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 Canarvacanan, Binalonan, Pangasinan

Office of the Schools Division Superintendent

CERTIFICATE OF INSPECTION

To whom it may Concern:

This is to certify that the undersigned inspected the Income Generating Project
 of _____ titled _____ on _____.

The following are the findings/suggestions relative to the implementation of
 said project:

1. _____
2. _____

Issued this _____ of _____, _____.

VIRGILIO R. BARBA
 Education Program Supervisor-I
 In-charge of IGP



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Office of the Schools Division Superintendent

APPROVAL SHEET
Permit to Conduct IGP

This Income-Generating Project titled _____,
S.Y. _____ is to be proposed and conducted by
(name/position/school/district of proponent) _____.

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

DIVISION EVALUATION COMMITTEE

MAYBELENE BAUTISTA
EPS in-charge of Learning Resources Development
(member)

VIRGILIO R. BARBA
EPS in-charge of IGP
(member)

Recommending approval:

CORNELIO R. AQUINO
Chief Education Supervisor – CID
(Vice Chair)

Approved:

VIVIAN LUZ S. PAGATPATAN, PhD, CESO VI
Assist. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

For the Schools Division Superintendent:

RUSSEL JIM V. TAMAYO, PhD, CESO VI
Asst. Schools Division Superintendent
(chair)

or

MARCIANO U. SORIANO, JR., PhD, CESO VI
Asst. Schools Division Superintendent
(chair)



Guico Street, Canarvacanan, Binalonan, Pangasinan



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Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

Office of the Schools Division Superintendent

APPROVAL SHEET

Final Paper (Accomplishment Report)

This Final Paper (Accomplishment Report) for the Income-Generating Project titled _____ which was conducted by _____ from _____ to _____ is being forwarded to the office of the Schools Division Superintendent for Approval.

MAYBELENE BAUTISTA

EPS in-charge of Learning Resources Development
(member)

VIRGILIO R. BARBA

EPS in-charge of IGP
(member)

Recommending approval:

CORNELIO R. AQUINO

Chief Education Supervisor – CID
(Vice Chair)

Approved:

VIVIAN LUZ S. PAGATPATAN, PhD, CESO VI

Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

For the Schools Division Superintendent:

RUSSEL JIM V. TAMAYO, PhD, CESO VI

Asst. Schools Division Superintendent
(chair)

or

MARCIANO U. SORIANO, JR., PhD, CESO VI

Asst. Schools Division Superintendent
(chair)



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**EVALUATION SHEET FOR
 FOR PERMIT TO CONDUCT IGP**

Name of Proponent: _____ Title of IGP: _____

School/District: _____

Items	Yes/Available	No/Not Available
1. Indorsement from the PSDS		
2. District Evaluation Committee Review Certification		
3. Project Proposal with complete parts		
a. Part I (Title/ Time Frame)		
b. Part II (Names of Beneficiaries atleast 5)		
c. Part III (Rationale and Objectives)		
d. Part IV (Brief Narration on how the Project will go about)		
e. Part V (Schedule of Monitoring/Inspection Specific dates)		
f. Part VI (Budgetary Details)		
g. Part VII (Schedule of Activities)		
4. The Project Proposal is duly noted by the school head.		
5. Parents' Consent		
6. Curriculum Vitae of the Proponent		
7. The IGP is a worthwhile Activity to enhance working and entrepreneurial skills development of the learners		
8. The IGP Proposal is worth-recommending for approval		

VIRGILIO R. BARBA

Education Program Supervisor-I
 Evaluator/Assessor



Gulco Street, Canarvacanan, Binalonan, Pangasinan



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Office of the Schools Division Superintendent

**EVALUATION SHEET FOR THE IGP
 FINAL PAPER (ACCOMPLISHMENT REPORT)**

Name of IGP Initiator: _____ Title of IGP: _____

School/District: _____ Dates Conducted: _____

Items	Yes/Available	No/Not Available
1. Indorsement from the PSDS		
2. District Evaluation Committee Review Certification		
3. The following attachments are available		
a. Short Narration of the IGP Implementation duly noted by the school head		
b. Approved Permit with complete attachments as indicated in the guidelines		
c. Signed Certificate of Inspection by the EPS-in-charge of IGP		
d. Proof of Income Shared to Beneficiaries		
e. Monthly Accomplishment Reports with Pictures		
f. Accomplished Monitoring Tools (School/District)		
4. The IGP Final Paper is worth recommending for Approval.		

The following are advised to be done/complied with for the IGP Final Paper Approval:

- _____
- _____

VIRGILIO R. BARBA
 Education Program Supervisor-I
 Evaluator/Assessor



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Office of the Schools Division Superintendent

CERTIFICATION
re: IGP Permit Application

_____ Date

To whom It may Concern:

This is to certify that the undersigned District Evaluation Committee have reviewed the Application for Permit to Conduct IGP titled _____ of Name/School/District _____ and found the same with complete supporting documents. Likewise, it is found to be an original work of the proponent and is not a verbatim copy of other manuscripts, hence, it is worth-indorsing for approval by concerned authorities.

District Learning Resource Coordinator
Chair

District English/Filipino Coordinator
Member

EPP District Coordinator
member

(or)

School Head of Lead Secondary School
Chair

English/Filipino Dept. Head
Member

TLE Department Head
member



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REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

Office of the Schools Division Superintendent

CERTIFICATION

re: IGP Final Paper / Accomplishment Report

_____ Date

To whom It may Concern:

This is to certify that the undersigned District Evaluation Committee have reviewed/checked the Final Paper/Accomplishment Report for the IGP titled _____ which was conducted by _____ Name/School/District from _____ to _____ and found the same to be in order and worth-indorsing for approval by concerned authorities.

District Learning Resource Coordinator
Chair

District English/Filipino Coordinator
Member

EPP District Coordinator
member

(or)

School Head of Lead Secondary School
Chair

English/Filipino Dept. Head
Member

TLE Department Head
member



Guico Street, Canarvacanan, Binalonan, Pangasinan



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Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

Office of the Schools Division Superintendent

IGP Monitoring Tool

Name of IGP Initiator: _____ **Date Monitored:** _____
School/District: _____
Title of IGP: _____

ITEMS	YES/AVAILABLE	NO/NOT AVAILABLE
1. Approved Permit		
2. The Learner Beneficiaries (LB's) are present during the monitoring		
3. Activities being done are intended to enhance the entrepreneurial and working skills of the LB's		
4. The IGP is regularly implemented as stated in the Proposal.		
5. The LB's are well-versed of the IGP activities undertaken as validated through the interview conducted by the monitoring official		
6. The LB's are aware of the mechanics/purpose of the IGP		
7. The PSDS/District IGP Coordinator/School IGP Coordinator/School Head/Dept. Head of the IGP initiator has already monitored the project.		
8. There are evidence of the conduct of activities from the planning stage of the project up to the present undertaking like attendance sheet, pictures, etc.		
9. The IGP is worthy of commendation and is serving its purpose accordingly		

Remarks:

(Monitoring Official)
Signature over Printed Name
IGP Coordinator/School/District/School Head/PSDS



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SCHOOLS DIVISION OFFICE OF PANGASINAN II
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Office of the Schools Division Superintendent

SCHEDULE OF ACTIVITIES

MONTH	ACTIVITIES
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	



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

GUIDES IN WRITING AN INNOVATIVE PROJECT

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

Aspect	Description
Font for headings	Calibri
Font for the text portion	12-point Calibri
Margins Layout	Standard, 1 inch in each side (top, bottom, left, and right margins)
Paragraphing	Indented paragraphs, no line skip between paragraphs in a section
Page number	Bottom centered
Paper	A4
Spacing	1.5

PARTS OF AN INNOVATIVE PROJECT

A. PERMIT TO CONDUCT

Name of Proponent:

Project Title: Sentence summary of the project scope

Project Time Frame: (at least 6 months)

I. PROJECT CONTACTS Follow the suggested table below.
Write a brief introduction before the table.

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

Note: Include the **TARGET PARTICIPANTS**. Describe the target participants in general. If the target participants are learners, no need to write their names in the above table.

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?

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.

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

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.** Write a brief introduction before the Gantt chart.

Sample Gantt Chart

ACTIVITIES	TARGET DATES						
	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025
PLANNING STAGE • Type here the activities under PLANNING STAGE • Type here the activities under PLANNING STAGE • Type here the activities under PLANNING STAGE • Type here the activities under PLANNING STAGE • Type here the activities under PLANNING STAGE • Type here the activities under PLANNING STAGE							
PRE-IMPLEMENTATION STAGE • Type here the activities under PRE-IMPLEMENTATION STAGE • Type here the activities under PRE-IMPLEMENTATION STAGE • Type here the activities under PRE-IMPLEMENTATION STAGE • Type here the activities under PRE-IMPLEMENTATION STAGE • Type here the activities under PRE-IMPLEMENTATION STAGE • Type here the activities under PRE-IMPLEMENTATION STAGE							
IMPLEMENTATION STAGE • Type here the activities under IMPLEMENTATION STAGE • Type here the activities under IMPLEMENTATION STAGE • Type here the activities under IMPLEMENTATION STAGE • Type here the activities under IMPLEMENTATION STAGE • Type here the activities under IMPLEMENTATION STAGE • Type here the activities under IMPLEMENTATION STAGE							
POST IMPLEMENTATION STAGE • Type here the activities under POST-IMPLEMENTATION STAGE • Type here the activities under POST-IMPLEMENTATION STAGE • Type here the activities under POST-IMPLEMENTATION STAGE • Type here the activities under POST-IMPLEMENTATION STAGE • Type here the activities under POST-IMPLEMENTATION STAGE • Type here the activities under POST-IMPLEMENTATION STAGE							



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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.

Project deliverables may include:

Lesson Plan/DLL showing the conduct of the intervention (IP), Action Plan for the sustainability of the project, LAC Plan, Instructional Materials, Reading Materials, Strategies, Schedule of Activities, Assessment Tools (Pre-test & Post-test), Monitoring and evaluation tools, Activity sheets, worksheets, performance task materials, internet resources, communication materials/tools, validation tool or instrument, Numeracy materials, Application materials, game-based activities, Narrative reports (based on the activities enumerated in the Gantt Chart-with pictorials and captions-for final paper attachments) etc.

Describe each deliverable. Document of each approved deliverables will be attached to the manuscript of the Permit to Implement.

C. Project Risk Management

Write a brief introduction before accomplishing the table below.

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

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.

Attach Curriculum Vitae:



Republic of the Philippines
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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

Latest 2x2 Picture

Teacher
of Acad.
Alcala
Alcala Central School - DepEd School - RANSA - Pangasinan
Region I
Bataan
Age
Spouse
Children
Parents

EDUCATIONAL BACKGROUND:

LEVEL	SCHOOL	COURSE	YEAR GRADUATED	HONORS RECEIVED
University				
Secondary				
High				
Elementary				
Graduate				

WORK EXPERIENCE: LATEST TO PREVIOUS

INCLUSIVE DATES	POSITION	SCHOOL AGENCY
-----------------	----------	---------------

TRAININGS ATTENDED FOR THE LAST 5 YEARS

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

Signature Over Printed Name

B. PERMIT TO IMPLEMENT AN INNOVATIVE PROJECT

Follow the suggested formatting and layout style.

Aspect	Description
Font for headings	Calibri
Font for the text portion	12-point Calibri
Margins Layout	Standard, 1 inch in each side (top, bottom, left, and right margins)
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)

For the manuscript of **Permit to Implement an Innovative Project**, copy the approved Part I-IV of the Permit to Conduct manuscript and then include all the needed documents for each approved deliverables of the Permit to Conduct manuscript

C. FINAL PAPER OF AN INNOVATIVE PROJECT

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

Aspect	Description
Font for headings	Calibri
Font for the text portion	12-point Calibri
Margins Layout	Standard, 1 inch in each side (top, bottom, left, and right margins)
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)

<p style="text-align: center;">FINAL PAPER OF AN INNOVATIVE PROJECT</p> <p>NAME OF PROPONENT:</p> <p>PROJECT TITLE: Sentence summary of the project scope</p> <p>PROJECT TIME FRAME: (at least 6 months)</p> <p>Copy Part I-VI, however, methodology indicates something already happened.</p> <p>VII. MONITORING AND EVALUATION</p> <p style="padding-left: 40px;">Project Results/Findings</p> <p style="padding-left: 40px;">Evidences in the Conducted Intervention/Project</p> <p>VIII. SUSTAINABILITY OF THE PROJECT</p> <p>IX. APPENDICES</p> <p style="padding-left: 40px;">Figures, letter/ MOA (donors) bill of materials, receipts of deliverables, letter of acceptance, approved evaluation form signed by project evaluators.</p>
--

I. PROJECT CONTACTS Follow the suggested table below.
Write a brief introduction before the table

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

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.

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.

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

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



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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

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

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.**

VIII. SUSTAINABILITY OF THE PROJECT

Specify the actions/activities required for the sustainability of the Project. Attach Action Plan for the Sustainability of the Project.

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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Annex A.



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Department of Education
REGION I
PANGASINAN SCHOOLS DIVISION OFFICE II

APPROVAL SHEET – PERMIT TO WRITE OR CONDUCT

SIGNATORIES IN M, SIM, IM



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

APPROVAL SHEET

PERMIT TO WRITE/CONDUCT MODULE/STRATEGIC INTERVENTION MATERIAL/ IM

MELC: QUARTER # WEEK #

This Module/Strategic Intervention Material/Instructional Material/IM of _____
_____ (Year 2024/2025) is to be prepared and developed by NAME
TEACHER WRITER, _____ SCHOOLS DIVISION OFFICE

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

DIVISION EVALUATION COMMITTEE

Checked by:

Concerned Subject Area EPS
Member

EPS in charge in SIM/IM/IM
Signature

Recommending Approval

CORNELIO R. AQUINO EdD
Chief Educator Supervisor CID
Vice-Chair

APPROVED:

VIVIAN LUZ S. PAGAPATAN PhD, CESO VI
Schools Division Superintendent

FOR THE SDS:

RUSSEL RM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent in charge of the Elementary/CID
Chair

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent in charge of the Secondary/SGOD
Chair



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Signature

SIGNATORIES IN CBP AND IGP



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Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

APPROVAL SHEET

PERMIT TO WRITE/CONDUCT COMMUNITY-BASED PROJECT / INCOME GENERATING PROJECT

This Community Based Project / Income Generating Project titled _____
SY 2024-2025, is to be prepared and developed by NAME
OF TEACHER WRITER, POSITION, SCHOOL, SCHOOL ADDRESS

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

DIVISION EVALUATION COMMITTEE

Checked by

EPS In-charge in Learning Resources/QA
Member

EPS In-charge in CBP / IGP
Member

Recommending Approval

CORNELIO R. AQUINO EdD
Chief Education Supervisor - CID
Vice-Chair

APPROVED

VIVIAN LUZ S. PAGTAPATAN PhD, CESO VI
Schools Division Superintendent

FOR THE SDO:

RUSSEL JIM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Elementary/CID
Chair

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Secondary/SGOD
Chair



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SIGNATORIES IN IP



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Department of Education
DEPED
SCHOOLS DIVISION OFFICE OF PANGASINAN II

APPROVAL SHEET

PERMIT TO WRITE/CONDUCT INNOVATIVE PROJECT (FOR CID AND SGOD)

This Innovative Project titled _____, SY 2024-2025, is to be prepared and developed by NAME OF TEACHER WRITER/SCHOOL HEAD WRITER POSITION, SCHOOL, SCHOOL ADDRESS.

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

DIVISION EVALUATION COMMITTEE

Checked by

Concerned Subject Area EPS/Unit Head
Member

EPS/SEPS-SMME In-charge in IP
Member

Recommending Approval

CORNELIO R. AQUINO EdD
Chief Education Supervisor, CID
Vice-Chairman

OR

REDENTOR B. AQUINO EdD
Chief Education Supervisor, SGOD
Vice-Chairman

APPROVED:

VIVIAN LUZ S. PAGTAPAYAN PhD, CESO VI
Schools Division Superintendent

FOR THE SOS:

RUSSEL JM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Elementary/CID
Chairman

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Secondary/SGOD
Chairman



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Canarvacanan, Binalonan, Pangasinan

APPROVAL SHEET

PERMIT TO IMPLEMENT MODULE/STRATEGIC INTERVENTION MATERIAL/IM IN LEARNING
AREA/GRADE LEVEL
MELCs/COMPETENCIES, QUARTER #, WEEK #

This Module/Strategic Intervention Material/Instructional Material titled _____, SY 2024-2025, was prepared and developed by NAME OF TEACHER-WRITER, POSITION, SCHOOL, SCHOOL ADDRESS.

Pertinent documents submitted were evaluated and validated by the Division Evaluation Committee In-charge of Module/Strategic Intervention Material/Instructional Material and recommended for IMPLEMENTATION/TRY-OUT.

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

DIVISION EVALUATION COMMITTEE:

Checked by:

Concerned Subject Area EPS
Member

MAYBELENE C. BAUTISTA EdD
EPS In-charge in SIM/M/IM
Member

Recommending Approval:

CORNELIO R. AQUINO EdD
Chief Education Supervisor, CID
Vice-Chair

APPROVED:

VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
School Division Superintendent

FOR THE SDS:

RUSSEL JIM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent in-charge of the Elementary/CID

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Secondary/SGOD



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Canarvacanan, Binalonan, Pangasinan

APPROVAL SHEET

PERMIT TO IMPLEMENT COMMUNITY-BASED PROJECT/INCOME GENERATING PROJECT

This Community-Based Project/Income Generating Project titled _____, SY 2024-2025, was prepared and developed by NAME OF TEACHER-WRITER, POSITION, SCHOOL, SCHOOL ADDRESS.

Pertinent documents submitted were evaluated and validated by the Division Evaluation Committee In-charge of Community-Based Project/Income Generating Project and recommended for **IMPLEMENTATION/TRY-OUT**.

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

DIVISION EVALUATION COMMITTEE:

Checked by:

MAYBELENE C. BAUTISTA EdD
EPS In-charge in Learning Resource/QA
Member

EUGENE M. TORALBA PhD-CBP/VIRGILIO R. BARBA-IGP
EPS In-charge in CBP/IGP
Member

Recommending Approval:

CORNELIO R. AQUINO EdD
Chief Education Supervisor, CID
Vice-Chair

APPROVED:

VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
School Division Superintendent

FOR THE SDS:

RUSSEL JIM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Elementary/CID

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Secondary/SGOD



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

APPROVAL SHEET

PERMIT TO IMPLEMENT AN INNOVATIVE PROJECT (FOR CID AND SGOD)

This Innovative Project titled _____, SY 2024-2025, was prepared and developed by NAME OF TEACHER-WRITER OR SCHOOL HEAD-WRITER, POSITION, SCHOOL, SCHOOL ADDRESS.

Pertinent documents submitted were evaluated and validated by the Division Evaluation Committee In-charge of Community-Based Project/Income Generating Project and recommended for **IMPLEMENTATION/TRY-OUT**.

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

DIVISION EVALUATION COMMITTEE:

Checked by:

_____ Concerned Subject Area EPS/Unit Head Member	MIKE D. DACASIN EdD-IP CID/HILARIO M. OLIVO JR.-IP SGOD EPS/SEPS-SMME In-charge in IP Member
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Recommending Approval:

CORNELIO R. AQUINO EdD Chief Education Supervisor, CID Vice-Chair	OR	REDENTOR B. AQUINO EdD Chief Education Supervisor, SGOD Vice-Chair
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APPROVED:

VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
 School Division Superintendent

FOR THE SDS:

RUSSEL JIM V. TAMAYO PhD, CESO VI
 Assistant Schools Division Superintendent In-charge of the Elementary/CID

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
 Assistant Schools Division Superintendent In-charge of the Secondary/SGOD



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APPROVAL SHEET

FINAL PAPER OF A/AN MODULE/STRATEGIC INTERVENTION MATERIAL/IM IN LEARNING AREA/GRADE
LEVEL
MELCs/COMPETENCIES, QUARTER #, WEEK #

This Module/Strategic Intervention Material/Instructional Material FINAL PAPER titled _____, SY 2024-2025, was prepared and developed by NAME OF TEACHER-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:

Checked by:

Concerned Subject Area EPS
Member

MAYBELENE C. BAUTISTA EdD
EPS In-charge in SIM/M/IM
Member

Recommending Approval:

CORNELIO R. AQUINO EdD
Chief Education Supervisor, CID
Vice-Chair

APPROVED:

VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
School Division Superintendent

FOR THE SDS:

RUSSEL JIM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Elementary/CID

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Secondary/SGOD



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APPROVAL SHEET

FINAL PAPER OF A/AN COMMUNITY-BASED PROJECT/INCOME GENERATING PROJECT

This Community-Based Project/Income Generating Project **FINAL PAPER** titled _____, SY 2024-2025, prepared and developed by **NAME OF TEACHER-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:

Checked by:

MAYBELENE C. BAUTISTA EdD
EPS In-charge In Learning Resource/QA
Member

EUGENE M. TORALBA PhD-CBP/VIRGILIO R. BARBA-IGP
EPS In-charge In CBP/IGP
Member

Recommending Approval:

CORNELIO R. AQUINO EdD
Chief Education Supervisor, CID
Vice-Chair

APPROVED:

VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
School Division Superintendent

FOR THE SDS:

RUSSEL JIM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Elementary/CID

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Secondary/SGOD



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APPROVAL SHEET

FINAL PAPER OF AN INNOVATIVE PROJECT (FOR CID AND SGOD)

This Innovative Project FINAL PAPER titled _____, SY 2024-2025, prepared and developed by NAME OF TEACHER-WRITER OR SCHOOL HEAD-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:

Checked by:

_____	MIKE D. DACASIN EdD-IP CID/HILARIO M. OLIVO JR.-IP SGOD
Concerned Subject Area EPS/Unit Head Member	EPS/SEPS-SMME In-charge In IP Member

Recommending Approval:

CORNELIO R. AQUINO EdD Chief Education Supervisor, CID Vice-Chair	OR	REDENTOR B. AQUINO EdD Chief Education Supervisor, SGOD Vice-Chair
--	----	---

APPROVED:

VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
School Division Superintendent

FOR THE SDS:

RUSSEL JIM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Elementary/CID

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