



Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OF ANGELES CITY



February 11, 2021

DIVISION MEMORANDUM

No. 039 s. 2021

DIVISION GUIDELINES ON THE PREPARATION AND SUBMISSION OF INNOVATIVE PROJECTS AND ITS APPRECIATION (MEANS OF VERIFICATION AND POINTING SYSTEM) DURING RANKING AND PROMOTION OF TEACHING, TEACHING-RELATED AND NON-TEACHING PERSONNEL

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Unit Heads
Heads of Public Elementary, Integrated, Junior and Senior High Schools
Teaching and Non-teaching Personnel

1. Innovation is one of the criteria in the ranking and promotion of teaching, teaching related and non-teaching personnel. In the context of Education, Innovation has been operationally defined as a creative process by which an existing teaching-learning process, governance, operation procedure and educational service is updated, enhanced, or changed by applying new trends, methods, and techniques to make the idea more useful thereby adding new, relevant and value to the existing system. The above directive is to limit the movement of school personnel in this time of Covid-19 pandemic.
2. This Division values the importance of innovative projects in improving the teaching-learning process, the school/office's operations, processes, and systems. It highly encourages all teaching and non-teaching personnel to develop innovative works as part of the organization and for professional development.
3. To provide direction on the preparation of Innovative projects and for uniformity, fairness and objectivity in the appreciation of the innovative work during ranking and promotion, procedures, the Division Innovation Committee (DIC) has developed the Guidelines on the Preparation and Submission of Innovative Projects and Its Appreciation (Means of Verification and Pointing System) During Ranking and Promotion of Teaching, Teaching-Related and Non-teaching Personnel.
4. Attached to this Memorandum are the following:

Enclosure No. 1: Division of Angeles City Guidelines on the Preparation and Documentation of Innovative Works



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Enclosure No. 2: Credit Points of the Innovation Presented for DepEd Order No. 66, s. 2007, MEC no. 10 s. 1979, Ranking for Master Teachers and DepEd Order no. 42, s. 2007, Selection, Promotion and Designation of School Heads.

Enclosure No. 3: Members of the Division Innovation Committee (DIC)

5. All School Heads are to orient their respective teachers on this Division Memorandum. Likewise, they are highly encouraged to adopt strategies, programs and activities that will support the culture of innovation in the Division.
6. Public Schools District Supervisors for their part, are to monitor the conduct of innovation in their assigned schools.
7. Wide dissemination of the content of this Memorandum is earnestly desired.

MA. IRELYN P. TAMAYO, Ph.D., CESE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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Inclosure No. 1 to Division Memorandum No. 039, s. 2021

**Division of Angeles City Guidelines on the Preparation and Documentation
of Innovative Works**

Note: In developing an innovative project, the proponent may consider the following:

- a) School's Priority Improvement Areas (PIA)
 - b) Gaps in the teaching-learning process
 - c) Existing procedures/systems in the operation of the school/unit/office which need to be upgraded, changed, enhanced
1. The proponent then writes a Project Proposal. The content of which are as follows:
 - a) The objective of the innovation (can be taken from the above (Note a, b and c) supported by needs assessment except if the project is to address one of the School's PIA (In this case, the photocopy of the page from the SIP/DEDP where the PIA is written)
 - b) Description of the Innovation
 - c) Expected Outcome
 - d) Implementation Plan
 2. Signatories for the Project Proposal are as follows:
 - a) For elementary schools without master teachers- reviewed and approved by the school head
 - b) For elementary schools with master teachers- reviewed by the Master teacher and approved by the School Head
 - c) For junior high schools- reviewed by the head teacher and approved by the school head
 - d) For Senior high schools-reviewed by the assistant principal and approved by the school head
 - e) For Senior High School Standalone- reviewed and approved by the school
 - f) For master teachers and head teachers- reviewed by school head and approved by the PSDS or EPS
 - g) For school heads- reviewed by the PSDS/EPS, recommended by ASDS and approved by SDS
 - h) For Non- teaching personnel deployed in schools- reviewed by the school head and approved by the Administrative Officer V (AOV)
 - i) For division office personnel
 - i.1. OSDS- reviewed by the Unit head and approved by AO V
Unit head- reviewed by the ASDS and approved by the SDS
 - i.2. CID- PSDS and EPS- reviewed by the CID Chief, recommended by the ASDS and approved by the SDS
CID Chief- reviewed by the ASDS and approved by the SDS



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- i.3 SGOD- reviewed by the SGOD chief, recommended by the ASDS and approved by the SDS
- SGOD supervisor -reviewed by the chief, recommended by the ASDS and approved by the SDS
- SGOD Chief- reviewed by the ASDS and approved by the SDS

3. The school/unit then transmits the Project Proposal to the Office of the SDS with Attention to The Division Innovation Committee (DIC).
4. The DIC reviews the project proposal.
If approved: The DIC will endorse back to the school/unit the Project Proposal with an Approval for Certification to Implement
If disapproved: The DIC will endorse back to the school/unit the Project Proposal with the reasons why it was disapproved.
5. The proponent starts the implementation of the innovation.
6. Upon completion of the innovative project, the proponent submits to the Office of the Schools Division Superintendent with Attention to the DIC the following:
 - a) Copy of the approved project proposal with the certificate to implement
 - b) An accomplishment Report where the accomplished tasks are aligned with the work plan submitted. Signatories for the Accomplishment Report are the same as in items 2a i
 - c) Evidences if the innovation was adopted
 - a. by the school /division Office
 - b. by other school/s within the division / other division/s
 - c. by other school/s in other Division and Region/ other Region
7. The DIC reviews the Accomplishment Report and the evidences of the innovation's implementation and scope
8. If after the evaluation of the members of the DIC, the proponent has fully satisfied the requirements needed in the implementation of the innovative project, the DIC will issue the following documents:
 - a) Certification of Implementation
 - b) Certification that the Innovation has been adopted by the school/division or by other school/s within the Division or other divisions/regions and or by the Division Office or other division office within the Region or other regions as the case may be.

The certifications to be released by the Division Innovative Committee shall bear the signatures of the committee members and chairperson and the signature of the Schools Division Superintendent.

9. All innovations implemented prior to the issuance of this Division Memorandum shall not be covered by the stated herein provisions.



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Credit Points of the Innovation Presented for DepEd Order No. 66, s. 2007, MEC no. 10 s. 1979, Ranking for Master Teachers and DepEd Order no. 42, s. 2007, Selection, Promotion and Designation of School Heads

DepEd Order no. 66, s. 2007, Selection, Promotion and Designation of other Teaching, Related Teaching and Non-teaching Personnel

- A) Duly signed Project Proposal and duly signed Accomplishment Report
- B) Certificate of Implementation
- C) Certificate of adoption at the local level (school/division office)
- D) Certificate of adoption at a different school/division at the local or of a higher level

Criteria	Maximum no. of Points
Presence of all MOVS	4
Presence of A B and C	3
Presence of A and B or A and C	2
Presence of A	1

MEC no. 10, s. 1979 Ranking of Master Teachers (Credit Points for leadership, Potential and Accomplishments)

- A) Duly signed Project Proposal and duly signed Accomplishment Report
- B) Certificate of Implementation
- C) Certificate of adoption at the local level (school/division office)
- D) Certificate of adoption at a different school/division at the local or of a higher level

Criteria	Maximum no. of Points
Presence of all MOVS	10
Presence of A B and C	7
Presence of A and B or A and C	5
Presence of A	4

DepEd Order No. 42. S. 2007, Selection, Promotion and Designation of School Heads

- A) Duly signed Project Proposal and duly signed Accomplishment Report
- B) Certificate of Implementation
- C) Certificate of adoption at the local level (school/division office)
- D) Certificate of adoption at a different school/division at the local or of a higher level

Criteria	Maximum no. of Points
Presence of all MOVS	5
Presence of A B and C	3
Presence of A and B or A and C	2
Presence of A	1



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Inclosure No. 3 to Division Memorandum No. 039, s. 2021

Members of the Division Innovation Committee (DIC)

Chairman:

Asst. Schools Division Superintendent: FERNANDINA P. OTCHENGCO, PhD, CESE

Members:

SGOD Chief: LYN V. LANSANGAN, Ed.D

CID Chief:

AO IV Personnel: HAZEL A. CARBUNGCO

Senior Education Program Specialist (Research) : MARIA LEONORA E. VINOYA

MA. IRELYN P. TAMAYO, Ph.D., CESE
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