



January 21, 2025

DIVISION MEMORANDUM
No. 046, s. 2025

CALL FOR THE SUBMISSION OF CY 2025 INNOVATION PROJECT PROPOSALS

TO: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Schools Division Innovation Committee
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In support to the commitment of the Department of Education (DepEd) to promote the culture of innovation and enhance the delivery of instruction and support at the different levels of governance in improving learning outcomes and as stated in the Division Memorandum No. 237, s. 2022, this Office hereby announces the Call for the submission of Innovation Proposals for CY 2025 to all interested and qualified proponents in this Division.

2. Relative to this call, the following activities will be implemented:

Date	Activity	Persons Involved
February 28, 2025	Deadline of Submission of Innovation Project Proposals	SDIC Secretariat
Until March 14, 2025	Initial Screening	SDIC Secretariat
March 27 to 28, 2025	Committee Evaluation (Oral Presentation)	SDIC Members
Until April 11, 2025	Notification of Results will be provided to the Proponents	SDIC Secretariat

4. The following enclosures are attached for reference and guidance:
- a. Enclosure 1: Parts and Technical Format of Innovation Project Proposal
 - b. Enclosure 2: Guidelines for Oral Presentation
5. The submission of the Innovation Project Proposal requires one copy for initial screening and five copies for the committee evaluation.
6. The widest dissemination of this memorandum to all concerned is desired.

By Authority of the OIC – Schools Division Superintendent

[Signature]
ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge





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Enclosure 1 to Division Memorandum No. 046, 2025

Parts of Innovation Project Proposal

- Title Page
- Endorsement
- I. General Information
 - A. Project Title
 - B. Office/ School
 - C. Lead Proponent
 - D. Project Contacts
 - E. Total Project Costs and Sources
 - F. Project Duration
- II. Summary
- III. Background
 - A. Brief Summary
 - B. Issues being Addressed
- IV. Objectives
 - A. General Objectives
 - B. Specific Objectives
 - C. Outputs
- V. Methodology
 - A. Project Description
 - B. Beneficiary Description
 - C. Project Breakdown and Task Time
 - D. Risk Management
- V. Cost
 - A. Project Cost
 - B. Fund Source

Technical Format of Innovation Project Proposal

Font	Bookman Old Style, 11points Typeface should be regular Bold and italics may be used to emphasize words
Spacing	Single
Paper size	A4 (8.27 x 11.69 inches)
Margins	1-inch margin on all sides
Pagination	The body of the report should begin with the number 1 including the appendices
Annexes	Label each material as Annex A, B, C, etc.
Heading	The title page should be centered at the top of the new page



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo - Region V - Catanduanes



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Enclosure 2 of Division Memorandum No. 046, s. 2024

Guidelines for Oral Presentation

1. The research proposals which underwent initial screening will be notified for oral presentation through a memorandum.
2. The prescribed template for the visual presentation is downloadable to this link: <https://bit.ly/SDOCATRESEARCHLIBRARY>.
3. The visual material should not be more than 15 slides, and include the title of the innovation project, name of proponent/s, school/ office, and email address. Succeeding slides will be composed of Background, Objectives, Methodology and Cost.
4. Each presenter is given 15 minutes for an oral presentation. There will be academic exchange after each presentation.
5. The secretariat will prepare minutes of the oral presentation and provide the researcher with a copy upon the validation of the SDIC.
6. The secretariat will conduct orientation to the proponents as to the way forward or the next steps of the proponents.



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