



Republic of the Philippines
Department of Education
 REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

June 14, 2024

DIVISION MEMORANDUM

No. 307, s. 2024

RECONSTITUTION OF THE DIVISION INNOVATION REVIEW COMMITTEE

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors – CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors/ In-Charge of the District
 Public Elementary and Secondary School Heads
 Section Heads
 All Others Concerned

1. Pursuant to the Division Memorandum No. 237, s. 2022 titled, “Division Policy Guidelines in the Conduct of Innovation Projects and Income-Generating Projects”, this office hereby announces the reconstitution of the Division Innovation Review Committee of the Schools Division Office of Catanduanes.
2. The composition of the Division Innovation Review Committee is as follows:

	Permanent Members	Name
Chairperson	Assistant Schools Division Superintendent	Cecile C. Ferro, CESO VI
Co-Chairperson	Chief Education Supervisor-CID	Romel G. Petajen (for innovations and IGP related to Curriculum)
	Chief Education Supervisor-SGOD	Mary Jean S. Romero (for innovations and IGP related to School Governance and Administrative Matters)
Members	EPS-CID/ EPS-SGOD/ ITO	Based on requirement of the evaluation: EPS – LRMDS - Instructional Material Development and Contextualization EPS - CID (Learning Area) – Innovation/ IGP based on the learning area Aroline T. Borja (Innovations and IGP related to School Governance and Administrative Matters) Jennifer B. Metica (Innovation/ IGP involves ICT integration)
Secretariat	SEPS-PRS	Floren P. Clavo





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3. The Division Innovation Review Committee shall be the mandated body that shall oversee the management and approval of the Innovation Project and IGP and monitor the implementation of the approved proposals and shall validate the terminal reports submitted.
4. The Secretariat is expected to:
 - a. Receive and review the proposals and checks on the following:
 - Proposal qualifies as IGP/ innovation as per customized Division guidelines.
 - Alignment to DepEd existing projects, programs, and Division Basic Education Research Agenda.
 - Completeness of basic parts of an innovation project and IGP
 - Adherence to the prescribed format and technical specifications
 - Adherence to existing policies like “No Collection Policy”, “Health Protocols”, contextualization guidelines, time on task, etc.
 - b. Provide the proponents with the necessary technical assistance to proposals that have failed the pre-screening.
 - c. Endorse the IP/ IGP to the Committee for evaluation and approval of the ASDS and SDS.
5. Widest dissemination of and compliance with this memorandum is desired.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent