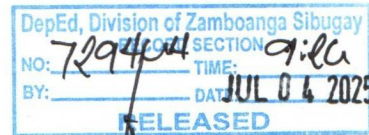




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



03 July 2025

DIVISION MEMORANDUM
NO. 297, s. 2025

SUBMISSION OF COMPLETED INNOVATION REPORTS

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
EPSs/PSDSs/District in-Charge
Section Heads
School Heads, teachers, and non-teaching personnel
All Others Concerned
This Division

1. In light of the forthcoming **Regional ZamPen Innovation Summit** scheduled for September 24-25, 2025, this Office informs all innovators within division office and schools of the guidelines for submitting completed innovation reports implemented in School Year 2024-2025 or even before then, following the Regional Innovation Management Guidelines (RIMG) stipulated in the Division Memorandum No. 294, s. 2025.
2. In the case of school innovations, the District Research Committees, spearheaded by the District Supervisors/District Heads, shall choose **five (5) innovations** from their district and endorse them to the Schools Division Innovation Committee **on or before July 25, 2025**. For the division office innovators, the innovation report shall be submitted to SGOD-Planning and Research, observing the same timeline.
3. All pre-evaluated completed innovation report must be submitted **in 2 printed copies** and MS Word format through this link **<https://bit.ly/CompletedInnovationReport> on or before July 25, 2025**.
4. The completed innovation report shall follow the manuscript requirements and formats, to wit:
 - a. The manuscript must be in MS Word format.
 - b. Use Bookman Old Style font, size 11.
 - c. Apply single line spacing.
 - d. Set 1-inch margins on all sides.
 - e. Use A4 paper size.
 - f. Page numbering should:
 - i. Start at "1" on the title page, positioned at the top right corner.
 - ii. To insert page numbers in MS Word: click Insert tab → Page Number → select Plain Number 3.
 - iii. Continue consecutive page numbering through to the last page.
 - iv. The first page number should not be visible on the title page.
 - g. The manuscript must undergo:



Pangi, Ipil, Zamboanga Sibugay, 7001
(062) 333-5492
zamboanga.sibugay@deped.gov.ph
depedzamboangasibugay.ph
facebook.com/sdozsibugay (DepEd Tayo Zamboanga Sibugay Division)



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- i. Grammar checking, with a minimum score of 95%.
 - ii. Plagiarism test, with at least 90% originality.
 - h. Template: Utilize the prescribed Innovation template
5. The completed innovation report shall have the same proponents as the proposal and shall be written in 1000 to 2000 words (excluding References and Appendix) with the following side headings:
- I. Title
 - II. Rationale
 - III. Objectives
 - IV. Innovation Description
 - V. Target Beneficiaries
 - VI. Development and Implementation Plan
 - VII. Innovation Outcome and Impact
 - VIII. Next Steps
 - IX. References
 - X. Appendix
- The Appendix of the completed innovation report shall contain relevant documents, such as but not limited to:
1. Accomplished SET-I
 2. Plagiarism and Grammar Checking Result
 3. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
 4. Signed Letter of Approval of Innovation Proposal
 5. Recommendation Letter of SIC or FD Chief for the issuance of a Certificate of Utilization, Certificate of Adoption, and Certificate of Completion of Innovation
 6. Innovation Accomplishment/Progress Report
 7. Certificate of Utilization of Innovation
 8. Certificate of Adoption of Innovation, and/or
 9. Attached Innovation or Design/Sample/Picture (if applicable).
6. Electronic copies of the **formatted templates** mentioned above, including the cover page of a completed innovation report, can be accessed via this link - **https://bit.ly/Completed_Innovation_Report_Templates**. Printed copies are also attached for reference.
7. As stipulated in the RIMG, the innovations must revolve around the following themes:
- a. Research-based Innovations
 - b. Technological Innovations
 - c. Teaching and Learning Innovations
 - d. Individual/Organizational Development Innovations
 - e. Community and Partnership Innovations



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The Division Memorandum No. 294, s. 2025, titled Dissemination of Regional Innovation Management Guidelines (RIMG), provides a detailed description of each theme.

8. For queries and clarification, please contact SGOD - Planning and Research through the hotline number – 09608885078.
9. Immediate and wide dissemination of this memorandum is directed for the information and guidance of all concerned.


VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

Reference: RM 534, s. 2024
DM 294, s. 2025

To be indicated in the perpetual index under the ff. subjects:

| | |
|------------|-------------|
| INNOVATION | MANUSCRIPTS |
| REPORT | SCHOOLS |

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Self-Evaluation Tool for Innovation (SET-I)

Innovation Title: _____

Innovation Theme and Type: _____

Check only one theme:

- ☐ Research-Based Innovations
☐ Technological Innovations
☐ Teaching and Learning Innovations
☐ Individual/Organizational Development Innovations
☐ Community and Partnership Innovations

Check only one type:

- ☐ Product Innovation
☐ Process Innovation
☐ Organizational Innovation

Region/Schools Division

Office: _____

School and/or Functional

Division Conducted: _____

Name/Position/Contact

Details _____

[Author 1/Lead Proponent]

Name/Position/Contact

Details _____

[Author 2]

Name/Position/Contact

Details _____

[Author 3]

Date of Evaluation: _____

Instructions: Put a checkmark in the appropriate column beside each criterion item. If your answer is YES, specify the pages and paragraph number/s where the criterion items are presented and satisfied.

| Criterion Items | Yes | No | Specific pages and paragraph number/s where the items are presented and satisfied |
|---|-----------------|---------------------|---|
| I. Title | | | |
| 1. Presents a concise title capturing the essence of innovation | | | |
| 2. Represents what the innovation is all about | | | |
| 3. Comprises not more than 15 substantive words (<i>except for acronyms and excluding the, of, in, and, to, for, into, etc.</i>) | | | |
| Note: At least 2 criterion items must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |
| II. Rationale | | | |
| 1. Identifies the problem or need that the innovation is designed to address | | | |
| 2. Justifies the need for innovation by presenting an in-depth and critical analysis of the situation (e.g., <i>root cause analysis, SWOT analysis, risk and opportunity assessments, needs assessment, data reports, research findings, and/or recommendations</i>) | | | |



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| | | | |
|---|-----------------|---------------------|--|
| 3. Provides legal bases, related literature, or studies highlighting the nature and relevance of the identified problem or need | | | |
| 4. Discusses how the innovation supports the overall educational plans and goals of DepEd (e.g., BEDP, REDP, DEDP, SIP, MATATAG Agenda, RPMS, etc.) | | | |
| 5. Explains briefly the significance and relevance of the innovation to the needs and welfare of students and/or other education stakeholders | | | |
| Note: At least 4 criterion items must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |
| III. Objectives | | | |
| 1. States the overall innovation goal to address the identified need or problem | | | |
| 2. Indicates the specific aims/objectives of the innovation | | | |
| 3. Articulates objectives according to SMART principles | | | |
| Note: All criterion items must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |
| IV. Innovation Description | | | |
| 1. Describes innovation in detail (e.g., type, project target, usage or application, and its significance) | | | |
| 2. Explains the method used to develop the innovation and how it works | | | |
| 3. Highlights the new, unique, or significantly improved features and applications of the innovation | | | |
| 4. Discusses the benefits of developing new or significantly improving the existing policies, products, processes, or services | | | |
| 5. Justifies how the innovation better fulfills clients/stakeholders' needs and expectations than existing policies, products, processes, or services | | | |
| 6. Clarifies the relevance of the innovation in terms of novelty, authenticity, creativity, and adaptability | | | |
| 7. Provides a comprehensive discussion on the legal bases, related literature, or studies supporting the innovation | | | |
| 8. Emphasizes the extent of applicability of the innovation | | | |
| Note: All criterion items must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |
| V. Target Beneficiaries | | | |



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| | | | |
|---|-----------------|---------------------|--|
| 1. Indicates the target beneficiaries | | | |
| 2. Describes the needs and expectations of beneficiaries | | | |
| 3. Articulates the challenges encountered by the beneficiaries that necessitate the innovation | | | |
| 4. Specifies the benefits that the users will gain from the innovation | | | |
| Note: All criterion items must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |
| VI. Development and Implementation Plan | | | |
| 1. Presents in detail the process of developing the innovation (e.g., pre-implementation phase) | | | |
| 2. Describes the implementation strategy by highlighting the activities to be conducted and their expected outputs | | | |
| 3. Specifies the roles and responsibilities of key stakeholders in the implementation process | | | |
| 4. Includes the timelines of the implementation | | | |
| 5. Indicates the required resources, including the estimated budget, responsible personnel, budget source, technology, or infrastructure | | | |
| 6. Determines potential risks and challenges of the implementation of innovation | | | |
| 7. Develops mitigation strategies for the identified risks and challenges | | | |
| 8. Discusses strategies for communicating the innovation to education stakeholders (e.g., students, teachers, administrators, staff, parents, policymakers, community members, LGUs, and/or other organizations) | | | |
| 9. Presents the methods for assessing the impact of the innovation | | | |
| 10. Discusses the process for the collection and analysis of data on the innovation outcome and/or impact | | | |
| 11. Discusses thoroughly the ethical standards in data gathering (informed consent/assent, voluntary participation, anonymity, confidentiality, protection of intellectual and cultural property rights, protection from harm, transparency, integrity and honesty, etc.) | | | |
| Note: At least 10 criterion items must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |
| VII. Innovation Outcome and Impact | | | |
| 1. Explains the meaning of the outcomes | | | |
| 2. Discusses the positive outcomes for users, stakeholders, and the organization | | | |



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| | | | |
|---|-----------------|---------------------|--|
| 3. Determines the contribution of the innovation to improving existing policies, products, processes, or services | | | |
| 4. Elaborates on the impact of innovation on enhancing the organization's existing policies, products, processes, or services | | | |
| 5. Quantifies the impact or benefits of the innovation whenever possible using data or metrics | | | |
| 6. Discusses how the innovation contributes to the personal/professional development of the students, teachers, non-teaching personnel, decision-makers, and/or other education stakeholders | | | |
| Note: At least 5 criterion items must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |
| VIII. Next Steps | | | |
| 1. Provides clear direction on what needs to be done next to achieve innovation milestones | | | |
| 2. Presents the activities for monitoring and evaluation to track progress | | | |
| 3. Presents a recommendation for future innovation | | | |
| 4. Recommends policy inputs/formulation/reformulation based on the outcomes and impact of the innovation | | | |
| Note: At least 3 criterion items must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |
| IX. References | | | |
| 1. Acknowledges the sources correctly and completely and presents the in-text citations appropriately following the 17 th edition of the Chicago Manual of Style (CMOS) as modified by DepEd | | | |
| Note: This criterion item must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |
| X. Appendix | | | |
| 1. Attaches relevant documents about the innovation | | | |
| Note: This criterion item must be marked YES to indicate compliance with this part. | Complied | Not Complied | |
| | | | |

Prepared:

Reviewed:

Name & Signature of Proponent/s

Name & Signature of Reviewer



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Declaration of Anti-Plagiarism and Absence of Conflict of Interest

1. I/We, _____, _____, understand that plagiarism is the act of stealing someone else's work and claiming it as my/our own.
2. I/We declare that all parts of the innovation report, including the final product, are my/our own work and that proper attribution of all the sources or references has been used.
3. I/We attest that no conflicts of interest could affect this innovation's integrity or objectivity. The innovation has been developed and presented without bias or influence from parties with conflicting interests.
4. I/We understand that the Department of Education shall impose appropriate disciplinary or legal action if this declaration is violated.

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____



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Letter of Approval of Innovation Proposal

[Insert Date]

Dear Proponent/s:

Greetings!

This has reference to the innovation proposal submitted to the Innovation Committee entitled

_____.

The Innovation Committee has carefully evaluated the proposal and the accomplished Self-Evaluation Tool for Innovation Proposal (SET-IP). Based on the criteria prescribed in the Regional Innovation Management Guidelines (RIMG), the committee is pleased to inform you that the said proposal **was approved for implementation.**

In this regard, you may start implementing your approved innovation proposal based on the development and implementation plan, and any modification must be immediately communicated to the secretariat. As proponent/s, you shall prepare accomplishment/progress reports and submit them to the Innovation Committee.

For clarifications and concerns, kindly contact *[insert contact office, focal person, and contact details]*.

Looking forward to the successful implementation of your innovation. Thank you very much!

Very truly yours,

DR. MA. COLLEEN L. EMORICHA, CESO VI

Assistant Schools Division Superintendent/Innovation Committee Chair



Pangi, Ipil, Zamboanga Sibugay, 7001

(062) 333-5492

zamboanga.sibugay@deped.gov.ph

depedzamboangasibugay.ph

facebook.com/sdozsibugay (DepEd Tayo Zamboanga Sibugay Division)



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Recommendation Letter of SIC or FD Chief for the issuance of a Certificate of Utilization, Certificate of Adoption, and Certificate of Completion of Innovation

[Insert Date]

Dear Proponent/s:

Greetings!

This has reference to the completed innovation report submitted to the Innovation Committee entitled _____

In this regard, I am writing to formally recommend the issuance of the following certificates in recognition of the successful development, implementation, and utilization of the innovation:

- ☐ Certificate of Utilization of Innovation
- ☐ Certificate of Adoption of Innovation
- ☐ Certificate of Completion of Innovation

Looking forward to a positive response. Thank you very much!

Very truly yours,

SCHOOL INNOVATION COMMITTEE CHAIR or FD CHIEF



Pangi, Ipil, Zamboanga Sibugay, 7001

(062) 333-5492

zamboanga.sibugay@deped.gov.ph

depedzamboangasibugay.ph

facebook.com/sdozsibugay (DepEd Tayo Zamboanga Sibugay Division)



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Innovation Accomplishment/Progress Report

Title of the Innovation: _____

Proponent/s: _____

| Activity (Based on Development and Implementation Plan) | Status | | Actual Accomplishments | Issues Encountered | Remarks/ Agreement |
|--|-----------|---------|---------------------------|-----------------------|-----------------------|
| | Completed | Ongoing | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Prepared by:

Name and Signature of Proponent/s

Approved:

DR. MA. COLLEEN L. EMORICHA, CESO VI

Assistant Schools Division Superintendent/Innovation Committee Chair



Pangi, Ipil, Zamboanga Sibugay, 7001
(062) 333-5492
zamboanga.sibugay@deped.gov.ph
depedzamboangasibugay.ph
facebook.com/sdozsibugay (DepEd Tayo Zamboanga Sibugay Division)



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Certificate of Utilization of Innovation

This is to certify that the completed innovation titled

_____,
introduced and implemented by _____ Proponent/s
was fully utilized from _____ Date _____ to _____ Date _____
at _____ School/Office _____.

Given this _____ day of _____, 20____ at _____ Office _____.

VIRGILIO P. BATAN, JR. CESO V
Schools Division Superintendent



Pangi, Ipil, Zamboanga Sibugay, 7001
(062) 333-5492
zamboanga.sibugay@depd.gov.ph
depdzamboangasibugay.ph
facebook.com/sdozsibugay (DepEd Tayo Zamboanga Sibugay Division)



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Certificate of Adoption of Innovation

This is to certify that the completed innovation titled

_____,

introduced and implemented by _____ Proponent/s _____

has been adopted and implemented by other concerned users/personnel

from _____ Date _____ to _____ Date _____

as manifested through the attestation by the school/unit/section/division head below.

School/Unit/Section/Division Head

Given this _____ day of _____, 20____ at _____ Office _____.

VIRGILIO P. BATAN, JR. CESO V
Schools Division Superintendent



Pangi, Ipil, Zamboanga Sibugay, 7001

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zamboanga.sibugay@depd.gov.ph

depdzamboangasibugay.ph

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