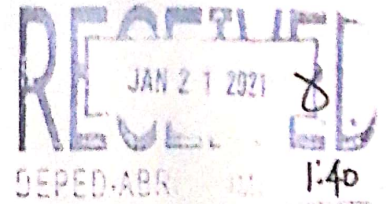




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**



Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
No. 023 s. 2021

January 21, 2021

**GUIDELINES ON IMPLEMENTATION AND SUBMISSION OF ACCOMPLISHMENT REPORTS OF  
INNOVATIONS AND BEST PRACTICES**

**TO: CID and SGOD Chiefs  
Education Program Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads  
All other Concerned SDO Personnel**

1. In view to the Division Memorandum 251 s. 2020 re: Format of Innovation and Best Practice, and for the implementation and submission of accomplishments, additional guidelines should be followed:
  - a. The following parts should only be accomplished before the implementation:  
**Rationale, Description of the innovation and Best Practice, and Implementation Phase.**
  - b. Signatory for implementation
    - b.1 For Teachers - to approved by School Head
    - b.2 For School Head ( Elementary) – to be approved by PSDS
    - b.3 For School Head ( Secondary) – to be approved by Action Officer
  - c. For Certificate of Recognition
    - c.1 On Submission of accomplishment report ( all parts shld.be included and accomplished).
    - c.2 To be reviewed and verified by :  
**Lorna B. Llanaza – SEPS-SMME**  
**SDO Personnel In-Charge of the Program**  
**For teachers ( include School heads)**  
**For School Heads ( include PSDS for elem. & Action Officer for secondary)**
    - c.3 Noted by :  
**Hedwig M. Belmes ( if the innovation is focused on Curriculum matter)**  
**Lemuel B. Dickson ( if the innovation is focused on Governance)**
    - c.4 **To be Approved by the Schools Division Superintendent**
2. Immediate dissemination of the Memorandum is highly appreciated.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent



Address: Actividad-Economia St., Zone 2, Bangued, Abra  
Telephone No.: (074)614-6918  
Website: <http://www.depedabra.com>  
e-mail: [abra@deped.gov.ph](mailto:abra@deped.gov.ph)

