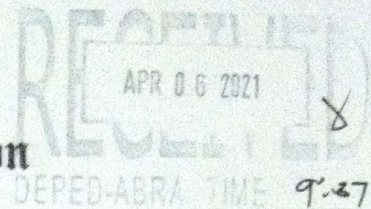




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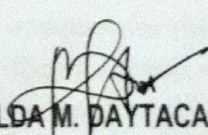


DIVISION MEMORANDUM
No. 121 s.2021

April 6, 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 174, S.2018 ON THE CONTEXTUALIZED GUIDELINE
ON THE IMPLEMENTATION OF INCOME GENERATION PROJECT(IGP)**

1. In order to align Division Memo No. 174, S.2018 on the Implementation of Income Generating Project with the Regional Memo. No.178, S.2020 on the Implementation of the Internal Guidelines on the Recruitment, Selection and Placement in relation to the provisions of D.O. No.66, S.2007, D.O. No. 42, S. 1997, and MEC Order No. 10 S. 1997 for DEPED Cordillera Administrative Region, this Division Memorandum and Income Generating Project (IGP) is hereby issued for clearer understanding and uniformity.
2. Attached is the contextualized IGP guideline aligned with the regional memorandum and enclosure 1-Validation report and Completion report templates.
3. Immediate and widest dissemination and compliance to this Memorandum is desired.


BENILDA M. DAYTACA, ED.D., CESO VI
OIC- Schools Division Superintendent

CIDJPA/DM-IGP2021





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Amended Guidelines for the Implementation of Income Generating Project (IGP) of letter "a" under MEC Order No.10, s.1979 aligned to Regional memo no. 178, s. 2020.

- A. An applicant for Master Teacher positions in relation to Income Generating Project should strictly adhere the following requirements.
1. Make a project proposal on any desired IGP that should benefit indigent/marginalized learners and for the improvement of classroom instruction, such as instructional materials, etc.
 2. Project proposal should contain the correct format.
 3. Project proposal should be recommended by the School Head/principal and approved by the TLE/EPP/TVL/TVE supervisor and CID Chief Supervisor.
 4. The Income Generating Project (IGP) should have a minimum of Five Thousand Pesos (5,000.00) capital investment and with a minimum net income of Five Thousand pesos (P5,000.00).
 5. Thirty percent (30%) of the profit should be utilized for instructional materials while the seventy percent (70%) should depend on the agreement between the proponent and the pupil/student beneficiaries.
 6. After the approval of the project proposal, a certificate of approval to implement the project signed by the Schools Division Superintendent should be given to the proponent
 7. During or after the implementation, a request for validation from the proponent should be forwarded to the schools Division Office for actual site validation.
 8. Validation of the IGP project should be conducted by the school head and or any division supervisors (EPS/PSDS). Validation report should be submitted by the validation team and noted by the CID Chief.
 9. Completion Report should be submitted by the proponent noted by the school head/principal and Education Program Supervisor (CID).
 10. After the completion of the IGP project, a designation order should be given to the proponent to satisfy the regional internal guidelines.
 11. Certificate of completion of the Income Generation Project should be also be given to the proponent, however, the certification must be backed up with the approved project proposal, validation report, completion report, certificate to implement, designation order and photographs of the project and procured target instructional materials.





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B. Parts of Project Proposal
 Executive Summary

- i. Project Title
- ii. Project Proponent
- iii. Project Beneficiary
- iv. Project Location
- v. Project Budget

- I. Background/Rationale
- II. Project Objectives
- III. Project Description
- IV. Project Implementation/Scheme
- V. Project Cost (In table)

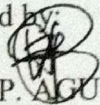
Description	Unit	Unit Cost	Total Cost

VI. Project Income/profit

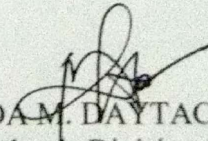
Description	Unit	Unit Cost	Total Cost

VII. Project Sustainability

Prepared by:


 JUN P. AGUYOS
 EPS-TLE/TVL/TVE/EPP

Noted:


 BENILDA M. DAYTACA, Ed.D., CESO VI
 OIC-Schools Division Superintendent





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Enclosure 1 of DM no. _____
 Completion report Template on IGP

Project Title	Actual Expenses	Actual Profit	Date Completed	Total amount utilized for instructional improvement	What specific instructional materials procured?

Prepared by:

Proponent

Noted by:

School Head

EPS

Validation Report template

DATE	SCHOOL	ACCOMPLISHMENT/ACTIVITY DURING THE VALIDATION	FINDING	RECOMMENDATION

Prepared By

School Head/EPP/TLE Supervisor

Noted by:

EPS-TLE

Note: Prepared by the school head if the EPP/TLE supervisor can't do the actual validation. Noted by the PSDS, EPP/TLE supervisor and CID chief.

