



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA
Bangued, Abra



DIVISION MEMORANDUM
NO. 174 S. 2018

June 29, 2018

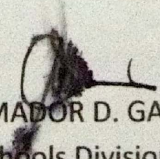
FROM: AMADOR D. GARCIA SR.Ph.D.
OIC-SCHOOLS DIVISION SUPERINTENDENT

TO: ALL ELEMENTARY AND SECONDARY SCHOOL HEADS/PRINCIPALS
PUBLIC SCHOOLS DISTRICT SUPERVISORS

DATE: JUNE 29, 2018

SUBJECT: STRENGTHENED AND CONTEXTUALIZED GUIDELINE ON THE
IMPLEMENTATION OF INCOME GENERATING PROJECTS (IGP) FOR
EVALUATION TO MASTER TEACHER POSITION AND OTHER POSITIONS DEEMED
APPLICABLE.

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1. In line with MEC Order No.10,s.1979 particularly letter "a" on Income Generating Projects (IGP) for evaluation to Master Teacher position, a strengthened and contextualized guideline for SDO Abra is hereby designed to provide clear and uniform format to guide teachers and Placement and Selection Board personnel in the implementation of the evaluation form for Master Teacher position and other positions deemed applicable. This office hereby encourages everybody to strictly adhere with the contextualized guideline.
 2. Attached is the strengthened and contextualized guideline.
 3. Immediate and widest dissemination and compliance to this Memorandum is desired.


AMADOR D. GARCIA SR.Ph.D.
OIC-Schools Division Superintendent

PROPOSED STRENGTHENED AND CONTEXTUALIZED GUIDELINES ON THE IMPLEMENTATION OF INCOME GENERATING PROJECTS (IGP) FOR EVALUATION TO MASTER TEACHER POSITION AS PER MEC ORDER NO. 10, S.1979.

I. Rationale

Absence of standard, uniform and clear guidelines used in evaluating applicants for master teacher position leads to impartiality in decision making and limit teachers capability to avail with the guideline. Without specific guideline on Income Generating Project used in evaluating master teacher position, applicant teachers just get certification from anybody as evidence that they have conducted such activity or just ignore the criterion and look for other ways to gain points. This process defeats the noble purpose of Income Generating Project aimed at benefiting indigent learners and as a tool for improving classroom instruction.

The establishment and application of standard guideline in the Schools Division Office of Abra particularly on Income Generating Projects being used in the evaluation of master teacher position will enable letter "a" (IGP) under MEC Order no. 10, s.1979 and will properly guide teachers and SDO Placement and Selection Board personnel in the proper implementation of the evaluation form.

II. Objectives

1. To establish standard, uniform and clear guidelines.
2. To provide wider access by teachers on this criterion.
3. To promote Income Generating Projects that would benefit indigent learners and improve classroom instruction.

III. Specific Guidelines for Implementation on Income Generating Project (IGP) of letter "a" under MEC Order No.10, s.1979.

- A. An applicant for Master Teacher position in relation to Income Generating Project should strictly adhere with the following:
1. Make a project proposal on any desired IGP that should benefit indigent 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 if the project is related to the learning area.
 4. The Income Generating Project (IGP) should have a minimum of Five Thousand Pesos (5,000.00) capital investment and not less than Ten Thousand pesos (10,000.00) profit after the first cycle up to the 2nd cycle of production.
 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.

Enclosure 1 of DM no. _____

Completion report Template on IGP

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

****Attach pictorials of procured instructional materials and IGP.

Prepared by:

Proponent

Noted by:

School Head

PSDS

6. After the implementation, a request for validation from the proponent should be forwarded to the schools Division Office for actual site validation.
7. validation report should be submitted by the validation team and noted by the CID Chief Supervisor and Schools Division Superintendent.
8. Completion Report should be submitted by the proponent noted by the school head/principal.

Item 1-8 including the approved project proposal should be included in the folder submitted by the applicant for evaluation.

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

VI. Project Income/profit

VII. Project Sustainability


Prepared by:


ILAN M. AGLYOS

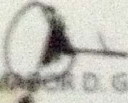
EPS-TLE/TVL/TVE/EPP

Recommending Approval:


HEDIAS M. BELMES
Chief Supervisor-CID


CRISTOPHER C. BENIGNO
OIC-Assistant Schools Division Superintendent

Approved:


AMADOR D. GARCIA SR. Ph.D.
OIC-Schools Division Superintendent