



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

RELEASED
 MAY 27 2021
 DEPED-ABRA

May 26, 2021

DIVISION MEMORANDUM

No. 174, s. 2021

RECOGNITION OF INNOVATION AND BEST PRACTICES

To: **Assistant Schools Division Superintendent
 Chiefs-CID and SGOD
 Public Schools District Supervisors
 SEPS, Unit Heads
 All Elementary School Heads
 All Secondary School Heads
 All Other SDO Concerned Personnel**

1. Guided by the vision and mission of the Department geared toward continuous improvement to better serve its stakeholders, this contextualized guideline is hereby issued for clarity on the processes of submission, evaluation, approval, and recognition of innovations or best practices.
2. This contextualized policy shall cover innovations and best practices implemented by individual employees or groups of employees working in the elementary and secondary schools including Alternative Learning Centers, Schools Districts and sections / units / divisions in the Schools Division Office regardless of age, gender, religious affiliation, ability and disability, and ethnicity or cultural background.
3. In line with the provisions of RA9155, the following are the objectives of this policy:
 - a. provide minimum standards on the documentation of innovations and best practice;
 - b. institutionalize the culture of research among teachers, school heads, other teaching related and non-teaching personnel; and
 - c. systematize the processes of submission, evaluation, approval and recognition of innovations and best practices.
4. This policy aims to promote quality performance, commitment to public service and work efficiency among SDO-Abra employees and support innovative and sustainable practices in education.
5. Anchored on existing DepEd and Regional policies, this is hereby issued for information, immediate and widest dissemination and appropriate action.

BENILDA M. DAYTACA EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

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Accelerating and Bolstering Responsive Education that Nurtures Inspired and Outstanding LEARNERS... #ServingYOUwithaHeart



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Guidelines for the Recognition of Innovation Projects / Proposals and Best Practice/s

I. RATIONALE

The Schools Division of Abra recognizes the creativity and innovativeness of schools and division sections/units to **Sustain Integrity, Lead, and Nurture Abrenios for Greater** accomplishments. In line with Republic Act 10533 or the Enhanced Basic Education Act of 2013 that aims to further strengthen decentralization efforts at the school level, this Schools Division thereby developed this policy for the proper management of Knowledge Sharing emanating from innovations and best practices.

II. DEFINITION OF INNOVATION and BEST PRACTICE

This contextualized guideline adopts the definition of innovation and best practice as stated below:

Innovation is the introduction of new ideas, service and practices which may have been implemented for at least 6 months. Best practice may be an innovation or a product of research implemented for at least one year with observable, verified and confirmed effect on certain performance in SBM.

Innovation and Best Practice address gaps on access, quality and relevance, governance, management and administrative services. It may provide solutions related to increased enrolment, low participation rate and or increased number of drop-outs. Both may also provide opportunities for improved academic performance, enhanced learning environment, better physical facilities and more creative ways of governance and operations that address efficiency or effectiveness. It can also be a product of contextualization or indigenization.

Further, innovation and best practice show demonstration of creativity, efficiency, innovativeness, integrity and productivity in public service. In both ways, there can be an invention, superior accomplishment and other personal effort which contribute to efficiency, economy, or other improvement in DepEd operations, or for other extraordinary acts in service for public interest.

III. SCOPE

This policy shall apply to all male and female employees of the Schools Division of Abra; public elementary and secondary schools, Alternative Learning System centers, School Districts, all other sections / units and divisions of SDO Abra.





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IV. PROCEDURES

- A. The concerned SDO units / divisions shall organize the committee as shown below who shall be responsible in screening and recommending eligible innovation projects and best practices:

COMPOSITION OF INNOVATION / BEST PRACTICE EVALUATION COMMITTEE

Area of Concern	Who will check and evaluate as to content and substance, considering given criteria and other indicators	Who will verify and validate as to correctness and completeness	Who will recommend for approval	Who will approve and issue certificate of recognition
Schools Governance Operations - SBM, partnership building, learning and development, human resource development, health, and other governance and operations concerns	EPS SGOD, EPSII and SEPS of Concerned Section / unit head or representative from Health Section	Chief of SGOD	ASDS	SDS
Curriculum Implementation	EPS in Charge of the subject /related content, PSDS of the district where the project was implemented and 1 more EPS assigned as action officer	Chief of CID	ASDS	SDS
Administrative Operations	ITO, AO V of Administrative Unit and Administrative Assistant / AO IV who has technical expertise	ASDS	ASDS	SDS
Finance Operations	Accountant, Budget Officer, ITO or Administrative Assistant who has technical expertise	ASDS	ASDS	SDS





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- B. Proponents will follow the format as shown below and please see other enclosures.

FORMAT FOR AN INNOVATION PROJECT

- Cover Page (please see attached template as Annex A.)
 Table of Contents - list of parts of the completion report including attachments and with page numbers
 Evaluation Sheet
 Approval Sheet
- I. Executive summary - should not exceed one page. This part includes how the project was coordinated and implemented. It tells about the problem addressed, target beneficiaries, key activities and results vis-à-vis objectives, strategies employed, support from stakeholders, monitoring and evaluation done at the district or by the division office. It also denotes sustainability activities to be conducted
 - II. Background and Rationale
 - III. Goal and Objectives
 - IV. Project Target and Beneficiaries
 - V. Project Description (strength / innovation including other technical descriptions)
 - VI. Implementation Phase (Activities conducted, actual results and actual budget utilization)
 - VII. Impact (Highlights of accomplishments and other Value Adding Outputs)
 - VIII. Reflections / Lessons learned
 - IX. Sustainability
 - X. Annexes (Documentations - before, during and after; attendance sheets, minutes of meetings, pictures and the like)

FORMAT FOR BEST PRACTICE

- School ID: (not applicable if SDO Section or Unit or Division)
 School / Section / Unit / Division in the SDO:
 School Head / Unit Head / Division Head:
 Proponent:
 Position / Designation:
- I. Title of the Best Practice
 - II. SBM Indicator / Principle
 - III. Rationale / Background
 - IV. Objectives
 - V. Description of the Best Practice
 - VI. Implementation Phase
 - VII. Results / Impact
 - VIII. Reflections / Lessons Learned
 - IX. Conclusions
 - X. Documentations

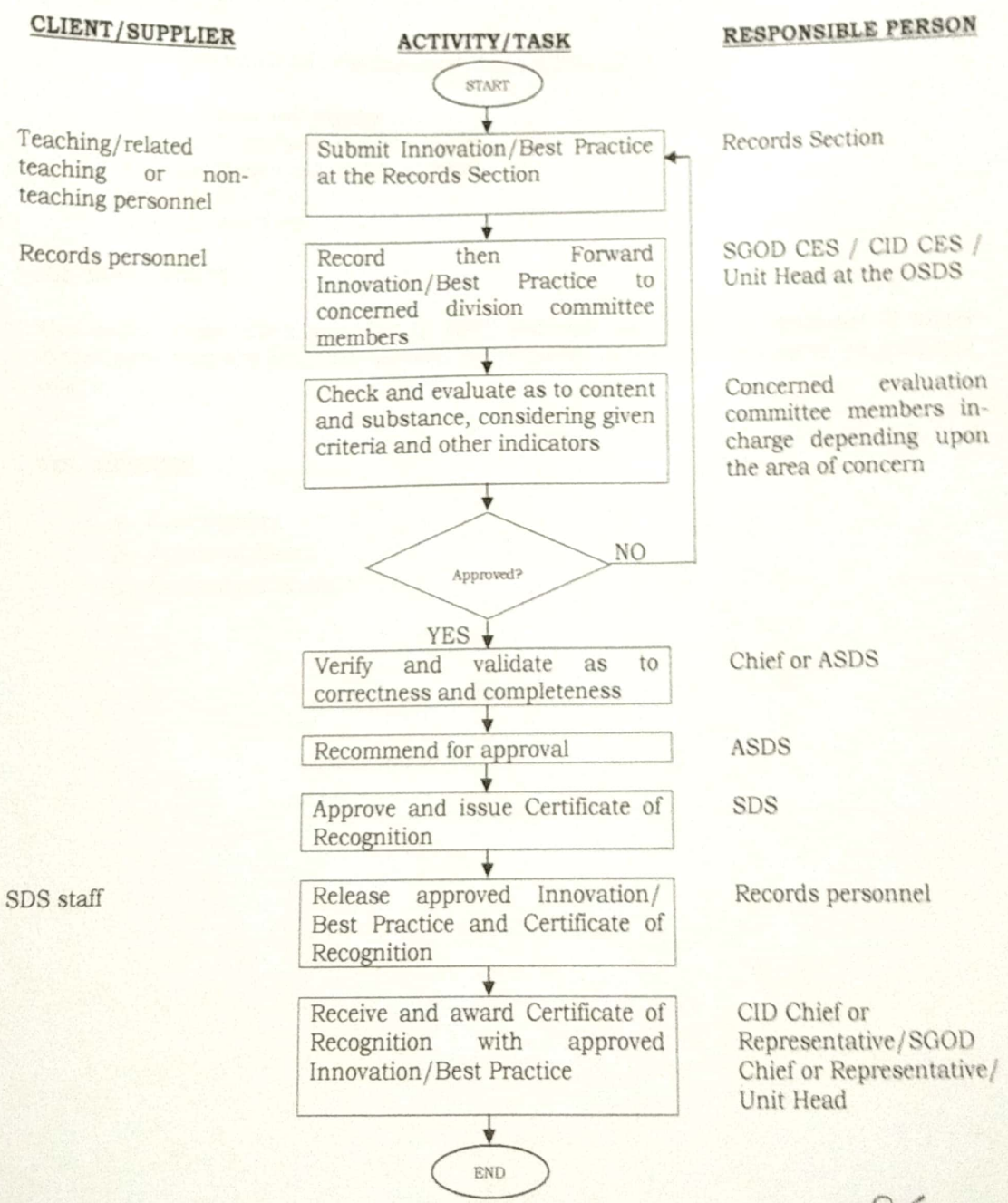




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C. Proponents and other persons responsible will be guided by the following process flow on submission, recording, evaluation, verification, validation, recommendation and approval of Innovation and Best Practice.

PROCESS FLOW OF SUBMISSION, EVALUATION, APPROVAL & RECOGNITION OF INNOVATION AND BEST PRACTICE



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V. MONITORING AND EVALUATION

The implementation of this policy will be monitored and evaluated during the conduct of Division Monitoring Evaluation Adjustments and during Performance Reviews.

VI. REFERENCES

The following are some of the Legal Basis of this policy:

- DepEd Vision and Mission
- Regional Memorandum 060 s. 2020
- Regional Memorandum 148 s. 2020
- Republic Act 10533
- Republic Act 9155

VII. EFFECTIVITY

This policy takes effect immediately upon approval and shall be rescinded if found inconsistent with any other Department of Education mandates / issuances promulgated after it.

VIII. ANNEXES

- A. Cover Sheet
- B. Approval Sheet
- C. Evaluation Sheet





Annex A

Title of Innovation or Best Practice

(in font size 36, Bookman Old Style)

By:

Name of Proponent
School ID
School Name
School Address
District

Font size 16

Duration of Implementation:
From _____ to _____





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Annex B

Approval Sheet

Title:

Proponent:

School/Section/Unit/Division of SDO:

Address of School:

District:

Duration of the Project:

Prepared by:

Reviewed and Attested by:

 Proponent

 School Head for Teacher proponent/
 PSDS for SH Proponent / Unit Head in
 OSDS or CES for Division Office personnel
 proponent

Evaluated by:

 EPS of Learning Area/SEPS of Section

 PSDS of District/ EPS II of Section

 EPS of SGOD/Unit Head

Verified and Validated by:

 CES SGOD/CES CID/ASDS if OSDS Unit

Recommending Approval:

 ASDS

Approved:

 SDS





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Annex C

Evaluation Form
(to be filled at the Division Office)

Title:

Project Duration:

Date of Review:

Name of Proponent:

Action Taken:

Name of Evaluation Committee Member	Evaluation Results/Findings	Recommendations	Signature
1.			
2.			
3.			

