



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

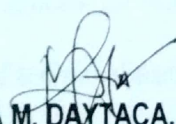

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DIVISION MEMORANDUM  
No. 245 s.2021

July 26, 2021

**Updated Guideline on the Contextualized Income Generating Project (IGP)**

1. In order to facilitate common understanding on the contextualized Division Memoranda Nos. 174, S. 2018 and 121, S.2021 and Regional Memorandum no. 178, S.2020 all anchored on D.O.No.66, s.2007, D.O. No.42, s.1997 and MEC Order No. 10, s.1997 pertaining to Income Generating Project (IGP) for evaluation to Master Teacher positions, this office hereby issued this updated Income Generating Project Guideline.
2. Objectives
  - a. To facilitate common understanding on the different DepEd issuances regarding IGP guidelines.
  - b. To ensure that the ultimate aim of IGP that is to help indigent/marginalized learners and produce badly needed instructional materials for the learners are attained.
3. Attached are completion and validation report templates (enclosure 1).
4. 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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Updated Guidelines for the Implementation of Income Generating Project (IGP) relative to the teacher promotion to Master Teacher position anchored on MEC Order No.10, s.1979, Regional Memo no. 178, s. 2020 and Division Memoranda Nos. 174, 2018, and 121, s. 2021 respectively.

### Steps and Processes

#### A. Pre Activities

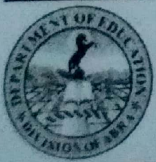
1. Identification of feasible income generating project (s).
2. Identification of marginalized/indigent learner-beneficiaries
3. Identification of badly needed instructional materials.
4. Packaging of project proposal good for two years strictly following the format below (may be one project per year with continuation the following year depending on the duration of the project). The project proposal should be reviewed by the school head, supervisor (learning area), PSDS, CID Chief, recommended by the ASDS and approved by the SDS.
5. Designation order and certificate of approval to implement after the approval of the IGP should be issued to the proponent.

#### B. During the implementation

1. Gather necessary data relative to the project's progress (financial status) and learner-beneficiary performance (MPS/average grades, tardiness, absences, dropout, health status)
2. Continuous monitoring and provision of technical assistance to ensure the realization of the project.
3. Procure target instructional materials.
4. Execute MOA between the learner-beneficiary (s) and the teacher proponent.
5. Request letter to the SDO for actual validation of the project, however, the school head can validate the project by actual visit to the project and conduct interview with the learner-beneficiary (s) and their parent (s)

#### C. After the project.

1. The proponent should submit accomplished completion report following the correct template.
2. Submit the validation report.
3. Financial statement.
4. Impact of the study showing the performance indicator of learner-beneficiary (s) compared with the preceding school year.
5. Attached photographs of the project and procured learning materials.



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6. Certificate of completion of the Income Generation Project should be issued to the proponent after two years of implementation. However, the certification must be backed up with the approved project proposal, validation report, completion report, certificate to implement, designation order, financial statement/impact of the project and photographs of the project and procured target instructional materials when submitted for promotion.

**D. Other requirement**

1. The Income Generating Project (IGP) should have a minimum of Five Thousand Pesos (5,000.00) as capital investment and with a minimum net income of Five Thousand pesos (P5,000.00) per IGP project.
2. 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.

**B. Parts of Project Proposal**

**Executive Summary**

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

- I. Background/Rationale (Current situation/problem, what intervention(s) to address the problem, what are the expected outcome after the project)
- II. Project Objectives (Use SMART objectives-specific, measurable, attainable, relevance, Time- bounding)
- III. Project Description (What is all about the project, how do you implement the project)
- IV. Project Implementation/Scheme (should outline the 2-year implementation, example 1 IGP for 2021 and 1 for 2022)





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V. Project Cost (In table)


Description	Unit	Qty	Unit Cost	Total Cost
Ex. Ready to- breed Goat	Head	2	3,500.00	7,000.00
2. Housing	Unit	1	3,000.00	3,000.00
Total				10,000.00

VI. Project Income

Description	Unit	Qty	Unit Cost	Total Cost
1. Ex ..Mother stock	Head	2	5,000.00	10,000.00
2 Kids	Head	2	3,000.00	6,000.00
Total				16,000.00

Project net income=Expenses - Gross Income= net income

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:

PSDS

EPS-TLE

