



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

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Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 257 s. 2020

November 9, 2020

**FORMAT OF BEST PRACTICE AND INNOVATION**

**TO: Assistant School Division Superintendent  
Chiefs – CID & SGOD  
Public Schools District Supervisors  
All Elementary School Heads  
All Secondary School Heads**

1. In the implementation of School –Based Management Practices, School Innovations and other School Practices to address the gaps /issues in the delivery of quality education, the suggested format should be followed to have a systematic process and for the purpose of uniformity. Furthermore, school heads are requested to encourage all teachers to innovate because it is an essential technique to achieve the goals and objectives of schools in response to the Sulong Edukalidad especially for the new normal.
2. Format of the Best practice/Innovation:
  - A. Title of the Best Practice/Innovation
  - B. Proponent
  - C. School & School Head
  - D. Rationale
  - E. Objectives
  - F. Description of the Best Practice/Innovation
  - G. Implementation Phase ( Process & time frame)
  - H. Result/Impact
  - I. Reflection/Learnings ( during the implementation process)
  - J. Documentations
3. Immediate dissemination of the Memorandum is highly appreciated.

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



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