



Republic of the Philippines
Department of Education
Region X
CAGAYAN DE ORO CITY DIVISION

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Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



Division Memorandum No. 259, s. 2018

May 7, 2018

ED DIVISION OF CAGAYAN DE ORO
CAGAYAN DE ORO CITY

RELEASED

DATE: May 09 2018

BY: [Signature]

CALL FOR INNOVATION PROPOSALS

To : Personnel of School Governance and Operations Division
Personnel of Curriculum and Implementation Division
Personnel of the Office of Schools Division Superintendent
Public Elementary and Secondary School Heads and Teachers
Non-teaching personnel
This Division

In consonance with BEST (Basic Education Sector Transformation) innovation grant, this office announces the call for innovation proposals for SY 2018-2019. All interested innovators are advised to follow the proposal format (enclosed).

The submission of innovation proposals in **three (3) hardcopies** and **pdf file** shall be on or before May 11, 2018 at the SGOD the Planning and Research Section and joel.potane@deped.gov.ph respectively. All innovators are required to use the BEST templates which can be accessed thru this link: <https://goo.gl/AWTbvg>

For guidance and compliance.


JONATHAN S. DELA PEÑA, PhD., CESO VI
Schools Division Superintendent

Reference: as stated

To be indicated in the Perpetual Index

Under the following subjects

Innovation

Projects

Proposals

jdp/ sgod '18

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Telephone No.: (088) 855-0047 Telefax: (088) 855-0048 Website: depedcdo.com Email: cagayandeoro.city@deped.gov.ph

Basic Education Sector Transformation (BEST) Program

Innovation Fund

Project Concept Note

1. General Information	
Project Title	
Implementing Proponent Division/School or Organization and location/address	
Details of Contact Person Name: Contact Number: E-Mail Address:	
Total Project Cost	Amount Requested Counterpart
Project Duration	Start Date Completion Date

2. Background/Rationale – The problem to be addressed by the Project	
Background/Context	Brief summary - Write the background why this project is being proposed. The SIP and School Report Card are important sources of information - Project must be highly relevant and directly related to the priority school problems and needs identified in the SIP
Issue/s being addressed	What is/are the main cause/s of the issues - This section briefly summarizes the situation within which the problem/opportunity exists. Give the reasons why this project is important to the improvement of the school. Cite specific causes or issues based on your characterization in the SMEA and/or results of the problem analysis in the Continuous Improvement process - Cite related issues or school concerns affected by the main issue if ever there is a chain effect

3. Objectives and Outputs	
General Objective	What will this project contribute to in achieving higher aims of the institution (i.e., division, school, Community Learning Centers or CLCs)

Continuation of template #1

Specific Objective	What this Project seeks to achieve Objectives must be specific, measurable, attainable, results-oriented and time-bound (SMART). Objectives are to be achieved within the project timeframe
Outputs	State the Project outputs Specific and tangible products from inputs and activities (i.e., learning materials, lesson plans, documented approaches and strategies, etc.)

4. Development Intervention – The proposed solution to be supported by the Project

Project Description	This pertains to the proposed solution/s to address the issues - Describe what the project is all about - What are the components of the project, divided into phases, as necessary. Define the general strategies, methods and instruments/tools that will be utilized to achieve the objectives. This describes the means to achieve a desired end(s) - Describe the project progress monitoring and evaluation plan
Beneficiary Description	Define and describe who and what groups are going to benefit from the project and the kind of benefits derived. If there are indirect beneficiaries, they may be cited in this section
Links with other Programs/Activities	Describe the linkages/relations to other ongoing/recent/planned programs or activities - Cite other school projects or activities that you are implementing or plan to implement that is related, compliments or supplements to this proposed project (if ever there is) - Describe the link and relationship in achieving the bigger/total picture
Project Sustainability	- Describe strategies for sustainability - Identify who (focal person or specific units) in the school or division and what strategies will assure that technical, organizational, human resources and financial sustainability can be achieved - Describe how and who will do documentation of best practices - What and how will best practices be replicated to other schools with similar situation
Risk Management	Indicate possible risks which may negatively affect achievement of Project objectives and cite mitigating measures to address the risks

5. Implementation Arrangements

Implementing Agency	Name the implementing agency
General description of the proponent organization	Describe the organization – its nature, legal personality, and brief profile of the organization (small, big, central school, etc.), track record in implementing similar projects in the past, and human resources and other assets needed in the implementation of the proposed Project. Present the organizational structure and defining the tasks and/or responsibilities of those indicated in the chart.
Proposed Work Plan and Budget	Include as an attachment to cover the following: a) Activity; b) Timeframe; c) Name of person responsible, and d) Budget, divided into 2 – BEST and counterpart (see template in Annex 1)

Template no. 2

Annex 1

Project Implementation Plan and Budget Template

Activities	Timeline/ Date	Person Responsible Position and Name	Resources Needed	Budget Sources		Total Budget
				BEST	Proponent	
Total				PhP	PhP	PhP



BEST Basic Education
Sector Transformation

INNOVATION GRANT

*Promoting Innovative Approaches
in Improving Student Learning*

WHAT IS THE BEST INNOVATION GRANT?

The BEST Innovation Grant is a new funding facility under the BEST Program designed to encourage new (from local perspectives) and demand-driven approaches to improve student learning in schools within the BEST regions. The intent is to work collaboratively with DepEd and other implementing partners to identify opportunities for innovation at the school, district and division levels that complement DepEd goals and which can be sustained and scaled up to meet specific purposes. The Grant will test new as well as proven ideas or project schemes at the local level which are worth replicating in other regions. Proposals must reflect the priority areas that meet both DepEd and BEST objectives to help

- improve the quality of teaching and learning in school and non-school settings;
- improve access for highly marginalized populations to learning centres;
- promote employment among senior high school students through linkages with industry, and proactive partnership between DepEd and TESDA to strengthen the Alternative Learning System (ALS); and
- promote synergy among school actors/stakeholders or education core areas (i.e. curriculum, governance, stakeholder participation, continuum of education from early childhood, kindergarten, elementary school, junior high school, to senior high school levels).

WHY INNOVATION?

One of the aims of the BEST program is to support DepEd in building its capacity to enrich the quality, effectiveness and the efficiency of service delivery under the K to 12 school system. The Innovation Grant is a timely intervention to strengthen DepEd's capacity and its partners in developing new ideas, approaches, strategies, and programs or replicating and scaling up proven project designs which are developed based on market needs and contexts of the respective areas to help meet the DepEd's goals.

A proposal is eligible for funding under the Innovation Grant if the proposed activity

- has a proven need and can demonstrate tangible, measurable outcomes that may lead to an improved practice with potential for replication and scaling up in another location or context;
- is consistent with the shared DepEd-BEST objectives, and takes the principles of gender equity, disability and social inclusion into account;
- is aligned with the relevant national, regional, division education policies and plans, and does not overlap with or duplicate ongoing, recent or committed assistance from other sources; and
- uses an approach that is suited to the challenges or problems to be addressed, and the scale of the intervention is warranted.

WHO CAN SUBMIT INNOVATION PROPOSALS?

Proposals to access the Innovation Grant can be submitted by any organization that

- is willing and with capacity to provide counterpart contribution for the proposed scope of the activity; and
- is a legal entity with sufficient financial management, reporting, and auditing system.

Eligible organizations include schools registered with DepEd; local school boards; parent-teacher associations; community learning centers and/or centre management committees; school governance councils; DepEd division offices; teacher education institutions (TEIs) and Philippine academic institutions; community organizations; and nongovernment organizations (NGOs). Collaboration or partnership between or among these organizations is encouraged for larger proposals that meet the selection criteria.

Only proposals from organizations with proven collaboration (from concept/proposal development up to implementation and M&E) with DepEd will be considered.

WHAT IS THE MAXIMUM AMOUNT ALLOWABLE PER PROPOSAL?

The maximum amount varies depending on the nature of the proponent organization/partnership. The table below shows the maximum amount and duration of the project allowable per proponent:

TYPE OF PROPONENTS	AMOUNT LIMIT
School Level - Individual Schools - Individual community organization	Up to PhP150,000 for up to six-months duration
District level - Partnerships of up to three schools - Partnerships between 'feeder' schools - School and community organization partnerships	Up to PhP450,000 for up to six-months duration
Division level - Schools clusters - School Divisions - Partnerships involving SDOs, schools, school governance councils and LGUs - At least 2 TEIs or recognized national academic institutions	Up to Ph1,000,000 for up to nine-months duration

WHAT PROJECT ITEMS CAN BE COVERED BY THE GRANT?

The following are the eligible and ineligible costs under the Innovation Grant:

ELIGIBLE FOR FUNDING

- Technical assistance and related costs
- Domestic travel essential for the activity for school heads and teachers and school-community representatives holding non-salaried positions (e.g., School Governance Council members)
- Supplies and materials for approved activities such as printing paper, toner, photocopying
- Operational costs for approved activities, such as costs associated with distribution of materials
- Capacity development costs for approved activities, such as costs associated with educational programs, awareness raising or advocacy
- Non-salary incentives or in-kind contributions for experimental strategies

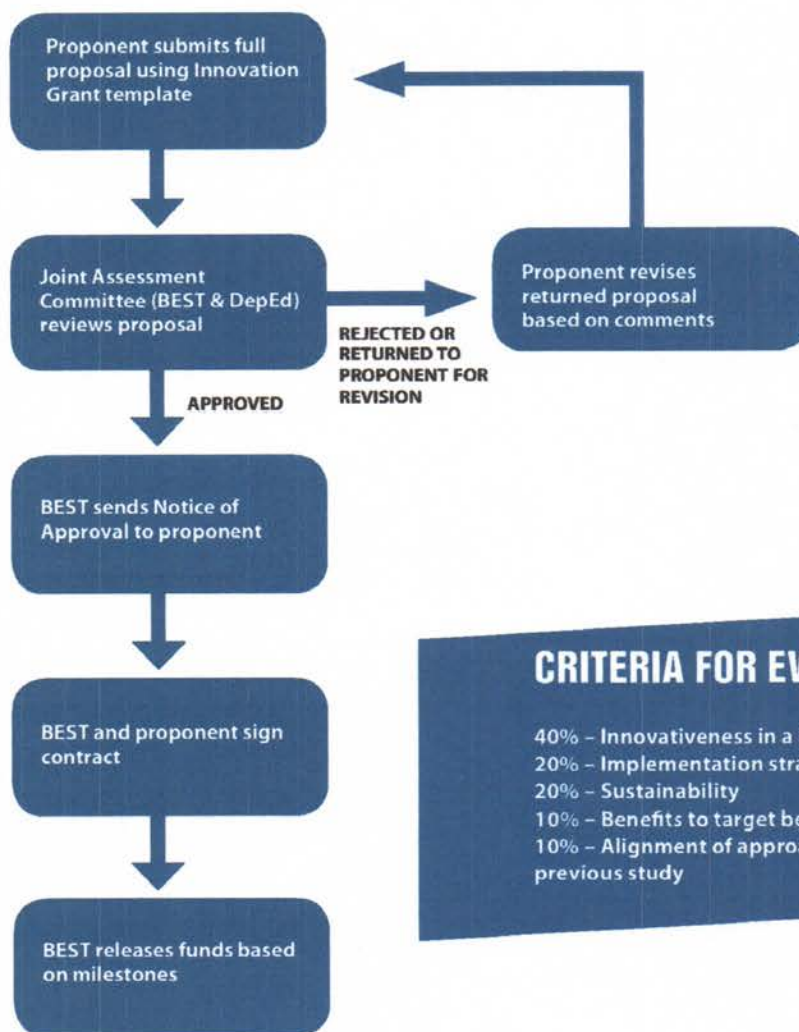
INELIGIBLE FOR FUNDING

- Salaries/overtime/honoraria for DepEd staff or resource persons
- Office rent/utilities
- Venue hire and transport/food/accommodation for DepEd officials
- Overseas travel
- Equipment and software including laptops, tablets, smartphones or related technology
- Infrastructure or maintenance of buildings or vehicles



WHAT IS THE PROCESS FOR APPLYING FOR THE INNOVATION GRANT?

Below is the process for submitting applications for the Innovation Grant. Applications must be submitted on or before **31 October 2018** to innovation@best.org.ph.



CRITERIA FOR EVALUATION

- 40% – Innovativeness in a local setting
- 20% – Implementation strategy
- 20% – Sustainability
- 10% – Benefits to target beneficiaries
- 10% – Alignment of approach/es with a previous study

CONTACT THE BEST PROGRAM

Tel. **+63 2 625 5048**
Web www.best.org.ph
Email admin@best.org.ph

Main Office:
Unit 14D, 14th Floor,
Marco Polo Business Office
Sapphire Road, Ortigas Complex
Pasig City 1600 Philippines

ELIGIBLE DEPED REGIONS

Innovation Grant proposals may be submitted from any of the following BEST-supported regions:

- National Capital Region
- Region 5 (Bicol)
- Region 6 (Western Visayas)
- Region 7 (Central Visayas)
- Region 8 (Eastern Visayas)
- Region 10 (Northern Mindanao)



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