



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

14 July 2026

SCHOOLS DIVISION MEMORANDUM

No. 242

s. 2026

CALL FOR SUBMISSION OF INNOVATION PROJECT PROPOSALS OF MASTER TEACHERS, DEPARTMENT HEADS, SCHOOLHEADS, TEACHING, AND NON-TEACHING PERSONNEL FOR FY 2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Pursuant to RM No. 408, s. 2023 or the Implementation Guidelines on Innovation Management, and in support of the Department of Education's New MATATAG Agenda, this Office, through the School Governance and Operations Division, calls for the submission of innovation project proposals on or before July 27, 2026.
2. Innovation Project Proposals (including all annexes) shall be submitted in hard copy by the proponent and e-copy (PDF format) to be uploaded to the link below: Innovation Project Proposal: <https://tinyurl.com/InnovProp2026>
3. All Innovation Project proposals shall comply with the following requirements:
 - a. font style and size are Bookman Old Style, 11, justified, and double-spaced;
 - b. margins and Header and Footer Settings (all pages): Left: 1 inch or 2.54 cm, Right: 1 inch or 2.54 cm, Top: 1 inch or 2.54 cm, Bottom: 1 inch or 2.54 cm;
 - c. similarity index of less than 5% and below, and 0% AI detection writing report; and
 - d. timeline should be from FY 2025 to 2026.
4. The call is open to all Schoolheads, Department Heads, Master Teachers, Teaching and Non-teaching personnel.
5. Schools Division Innovation Committee shall review and evaluate all Innovation Project Proposals during Buwanang Saliksik through a separate issuance.
6. Enclosed with this issuance are the innovation forms which can be downloaded at <https://tinyurl.com/InnovForms>
 - a. Enclosure 1: Innovation Compliance Evaluation Checklist
 - b. Enclosure 2: Format of Title Page
 - c. Enclosure 3: Innovation Project Proposal Template



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- d. Enclosure 4: Declaration of Anti-Plagiarism
e. Enclosure 5: Declaration of Absence of Conflict of Interest
7. For queries and concerns, you may contact the Innovation Project Coordinator MS. ARLENE C. CASTAÑEDA, through her email address arlene.castada@deped.gov.ph, or her cellphone number 0968-469-3055.
8. Immediate and wide dissemination of this Memorandum is earnestly desired.

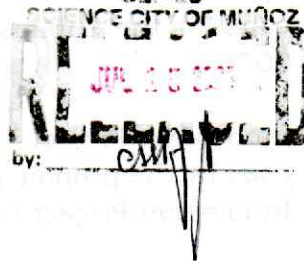
JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl. As stated
Reference: RM No. 408, s. 2023

To be indicated in the Perpetual Index
Under the following subjects:

INNOVATION PROPOSALS

SGOD/ RMEC/ Call for submission of Research and Innovation Proposals
01/ July 14, 2026





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Enclosure No.1 to Schools Division Memorandum No. 247 s. 2026

INNOVATION PROJECT COMPLIANCE EVALUATION CHECKLIST

☐ Proposal			
Title:		Date submitted:	
Lead Proponent:		No. of TA session received:	
DepEd email address:		School:	
Mobile number:			
To be filled out by the SDRIC Secretariat			
Thematic Area	Level of implementation	Innovation Type	
☐ Teaching and Learning ☐ Child Protection ☐ Human Resource Development ☐ Governance ☐ DRRM ☐ Gender and Development ☐ Inclusive Education ☐ Others (please specify): _____	☐ Division ☐ Cluster ☐ School	☐ Process ☐ Product ☐ Process-Product ☐ Others: _____	
Length of implementation	Fund Source and Amount		
☐ Less than 6 months ☐ 6-11 months ☐ 12 months and above	☐ SEF, _____ ☐ Private, _____ ☐ Others, _____		
Documentary Requirements			
☐ Innovation Proposal Application Form and Endorsement of Immediate Supervisor ☐ Innovation Template ☐ Declaration of Anti-Plagiarism ☐ Declaration of Absence of Conflict of Interest			
MATATAG Priorities			
☐ MA – Make the curriculum relevant to produce job-ready, active and responsible citizens.	☐ TA – Take steps to accelerate delivery of basic education facilities and services.	☐ TA – Take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment.	☐ G – Give support to teachers to teach better.
INITIAL ASSESSMENT			
<i>Innovation Compliance Requirements (to be filled out by the SDRIC secretariat)</i>			
1. The project introduces new methods, strategies, or tools to improve school processes or learning outcomes.	☐	☐	
2. The project is feasible in terms of time, resources, and support required.	☐	☐	
3. Plans for sustaining the innovation post-project are included.	☐	☐	
4. Clearly defined project milestones and estimated completion dates.	☐	☐	
5. Defined metrics for assessing progress and impact.	☐	☐	
Assessment Result:			
☐ Compliant ☐ For resubmission	Assessed by: ARLENE C. CASTAÑEDA SDRIC Secretariat		
COMMITTEE EVALUATION			
<i>Innovation Project Appraisal Tool (to be filled out by the evaluator (EPS, Program Coordinator))</i>			
1. Rationale	30		
2. Alignment of the Proposed Innovation to the Rationale	10		
3. Feasibility of the innovation	10		
4. Potential impact of the innovation to improve the concerned area	30		
5. Completeness of the innovation proposal	20		
Evaluation Result:			
☐ Passed (Minimum of 70 points) ☐ For acceptance and implementation ☐ For revision	Evaluated by: _____ SDRIC Evaluator, Date: _____		



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Enclosure No. 2 to Schools Division Memorandum No. 242s. 2025

Format of Title Page

- 1 TITLE LINE 1 (SET IN INVERTED PYRAMID FORMAT)
- 2 TITLE LINE 2 (MAX OF THREE LINES)
- 3 TITLE LINE 3

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JUAN A. DELA CRUZ
Division of Science City of Muñoz



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 3 to Schools Division Memorandum No. 242s. 2025

INNOVATION PROJECT PROPOSAL TEMPLATE

A. Endorsement from the Head of Office

B. General Information

I. Implementing Identity (Division/Unit/Section)

II. Project Proposal Title

III. Type of Innovation

IV. Brief Description of the Proposal

V. Scope of Implementation

VI. Implementation Period

VII. Total Funding Requirement

C. Background and Rationale

D. Project Description

I. Goal

II. Outcome

III. Objectives

IV. Inputs

V. Expected Outputs

VI. Logical Framework

E. Methodology

I. Method

II. Project Beneficiaries

III. Impact Estimation

IV. Work and Budget Plan

V. Monitoring and Evaluation Plan

VI. Exit Plan

F. References



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Enclosure No. 4 to Schools Division Memorandum No. 242 s. 2025

DECLARATION OF ANTI-PLAGIARISM
(Innovation Project Proposal)

1. I/We _____, _____, _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgement and referencing.
2. I/We hereby attest to the originality of this research proposal and has cited properly all the references used. I/We further commit that all deliverables and the final innovation project emanating from this proposal shall be original content. I/We shall use appropriate citations in referencing others works from various sources.
3. I/We understand that validation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education.

Signature over Proponent's Name

Date: _____

Signature over Proponent's Name

Date: _____

Signature over Proponent's Name

Date: _____



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Enclosure No. 5 to Schools Division Memorandum No. 247 s. 2025

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST
(Innovation Project Proposal)

1. I/We, _____, _____, _____, understand that conflict of interest refers to situation in which financial or other personal considerations may compromise my judgement in evaluating, conducting, or reporting research.
2. I/ We hereby declare that I/ we do not have any personal conflict of interest that may arise from my application and submission of my/our innovation proposal. I/We understand that my/our innovation proposal may be returned to me/us if found out that there is conflict of interest during the initial screening.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my/our innovation, I/we will duly report it to the innovation committee for immediate action.
4. I/We understand that I/we may be held accountable by the Department of Education for any conflict of interest which I/we have intentionally concealed.

Signature over Proponent's Name
Date: _____

Signature over Proponent's Name
Date: _____

Signature over Proponent's Name
Date: _____