



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 17, 2026

REGIONAL MEMORANDUM

PPRD-2026 **761**

**REITERATION OF THE INNOVATION MANAGEMENT GUIDELINES AND THE
USE OF INNOVATION PROPOSAL TEMPLATE**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. This Office, through the Policy, Planning and Research Division (PPRD), reiterates the provisions of Regional Memorandum No. 1319, s. 2024 entitled "*Adoption of Innovation Management Guidelines*" in order to ensure uniformity, quality, and compliance in the submission, evaluation, approval, implementation, and recognition of innovation initiatives in the Department of Education Regional Office VIII.

2. It has been observed that innovation proposals of several proponents have not adhered to the prescribed requirements and approval procedures. Common deficiencies noted include:

- a. Submission of incomplete proposals and supporting documents, such as:
 1. Declaration of Anti-Plagiarism (Annex B); and
 2. Declaration of Absence of Conflict of Interest (Annex C).
- b. Direct submission of innovation proposals to the approving authority without passing through the Innovation Review Committee and designated Secretariat.

3. In accordance with Sections V and VI of the Innovation Management Guidelines, proponents are reminded that:

- a. Regional Office personnel, Assistant Schools Division Superintendents, and Schools Division Superintendents shall submit their innovation proposals to the DepEd Regional Innovation Review Committee through the Policy, Planning and Research Division;
- b. Teachers, Non-Teaching personnel, School Heads, District Heads, and Division Personnel shall submit their innovation proposals to the Schools Division Office.
- c. All innovation proposals shall be received, facilitated, and subjected to initial screening by the designated Secretariat prior to evaluation by the Innovation Review Committee.

4. To facilitate a more efficient review and evaluation process the proponents are hereby advised to strictly adhere to and utilize the attached Innovation Proposal Template in the preparation and submission of their innovation.
5. Proponents are likewise reminded that proposals shall be immediately returned with comments and recommendations should they:
 - a. Use incorrect templates;
 - b. Have incomplete documentary requirements;
 - c. Present personal or professional conflicts of interest;
 - d. Violate innovation ethics; or
 - e. Fail to align with national or local strategic priorities.
6. Only innovation proposals that obtain a rating of at least **seventy-five percent (75%)** and comply with all prescribed requirements shall be endorsed for approval by the Innovation Review Committee.
7. All concerned are enjoined to observe strict adherence to the Innovation Management Guidelines to facilitate an efficient review process and ensure the quality, integrity, and strategic relevance of innovation initiatives across all governance levels.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director *rd*

Enclosures: As attached

References: As stated

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

INNOVATION GUIDELINES

PPRD-JDD



INNOVATION PROPOSAL TEMPLATE**I. Proponent's Profile**

Name:	<i>(For innovation with 2 or more proponents, terms of reference shall be attached)</i>
Office/School:	
Office Address:	
Contact Number:	
DepEd Email Address:	

II. Executive Summary

TITLE:
<i>Provide an overview of the proposed innovation, including the main objective, expected benefits, and a summary of the implementation plan.</i>

III. Introduction

Context and Rationale	<i>Provide relevant background information about the current challenges or opportunities that the proposed innovation aims to address.</i> <i>Explain the significance and importance of addressing these challenges or capitalizing on the opportunities.</i>
Objectives	<i>State the specific objectives and goals of the proposed innovation.</i> <i>Explain how the innovation aligns with DepEd's strategic priorities and initiatives.</i>

Indicative Dates of Implementation	
Target Professional Standard with Specific Domain/s, Strand/s, and Indicator/s:	<p><i>Teachers- refer to Philippine Professional Standards for Teachers</i></p> <p><i>School Heads- refer to Philippine Professional Standards for School Heads</i></p> <p><i>District Heads- refer to Philippine Professional Standards for Supervisors</i></p> <p><i>RO/SDO- refer to the latest compendium</i></p>
Participants' Profile:	
Innovation Overview:	<p><i>-Provide a detailed description of the proposed innovation, including its key features and functionalities.</i></p> <p><i>-Explain how the innovation is different from or an improvement upon existing solutions.</i></p> <p><i>Outline the expected benefits and positive impacts of the innovation on various stakeholders, such as students, teachers, administrators, and the education system.</i></p>

IV. Implementation Plan

Planning Phase

Target Milestone	Actions/ Activity	Expected Outputs	Responsible Persons	Support Needed from	Timeline

Implementation Phase

Target Milestone	Actions/ Activity	Expected Outputs	Responsible Persons	Support Needed from	Timeline

Post Implementation Phase

Target Milestone	Actions/ Activity	Expected Outputs	Responsible Persons	Support Needed from

V. Fund Sources

Phase/ Milestone	Resources Needed	Budget Estimate	Approvals Needed	Source of Fund