



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools
Division Superintendent**

May 13, 2024

DIVISION MEMORANDUM
No. 226, s. 2024

DIVISION CONTEXTUALIZED GUIDELINES ON INCOME GENERATING PROJECT

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors/APSDSs
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office is issuing this Contextualized Guidelines to guide proponents in attaining SDO recognized IGP endeavors.
2. SDO will issue recognition of an IGP endeavor after a 2-year completed cycle, provided the project undergoes the following processes:
 - Submission for evaluation of an IGP Proposal; and
 - Validation, presentation and acceptance of an IGP Completion Report
3. The Curriculum Implementation Division (CID) will collaboratively work with the School Governance and Operations Division (SGOD) for the processing and approval of IGP proposals as well as for the validation and acceptance of completed IGP Reports.
4. All IGP should be aligned to the School Improvement Plan/Annual Improvement Plan of the school. A copy of the approved SIP be attached to the proposal. (Note: Only the Section of the School Improvement Plan/Annual Improvement that identifies the needs/issues to be addressed)
5. Participation of stakeholders related to IGP activity should be on voluntary basis. Teacher proponents must tie up with the Parents Teachers Association, and other government agencies.
6. The suggested templates/formats for IGP proposal and IGP Completion Report are attached. The proponent shall adhere to the template. Additional parts may be provided by the proponent as needed.
7. Immediate and wide dissemination of this Memorandum is desired


CASIANA P. CABERTE Ph.D., CESO V
Schools Division Superintendent



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Enclosure 1

Suggested Format for Income Generating Project Proposal

Project Title

- L. Project Information:
 - Proponent and Position
 - Project Location
 - Project Duration
 - Number of Target Beneficiaries
- II. Rationale
(Project highlighting the problem/gap that the project seeks to address.)
- III. Objectives
(Objectives must be SMART-Specific, Measurable, Attainable, Time bounded)
- IV. Project Description
- V. Strategies/Procedure
 - Pre-Implementation
 - Implementation Phase
 - Post Implementation Phase

ACTIVITY	PERSONS INVOLVED	TIMELINE

VI Projected Detailed Project Cost /Investment Requirement

Materials	Price/Computation	Cost

VII. Monitoring and Project Evaluation
Schedule of Monitoring and Evaluation and Person involved.

Prepared By: _____
Project Implementor

Noted By: _____
Principal/School Head

Recommending Approval: _____
Public Schools District Supervisor

ANA LIZA B. LAUREL
IGP COORDINATOR

GRACE P. MENDEZ Phd
Technology & Livelihood Supervisor

Approved by: **CASIANA P. CABERTE Phd, CESO VI**
Schools Division Superintendent



Enclosure 2
Income Generating Project Completion Report

Project Title
(An Income Generating Activity Completion Report)

- I. Project Information
 - Proponent and Position
 - Project Location
 - Project Duration
 - Number of Target Beneficiaries
 - II. Rationale
(Project highlighting the problem/gap that the project seeks to address)
 - III. Objectives
(Must be SMART- Specific, Measurable, Attainable, Time bounded)
 - IV. Strategies/Procedures
(Discuss the major strategies/activities carried out in the project)
 - V. Results, Discussion, and Reflections
 - VI. Sustainability and Recommendations
 - VII. References
- Letters
Attendance Sheets
Pictorials (Pre, During, Post Implementation)
Financial Report

