



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY

August 13, 2026

DIVISION MEMORANDUM
No. 341, s. 2026

CALL FOR SUBMISSION OF INNOVATION PROPOSALS FOR SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Section Heads in the Division
Public and Private Elementary/Secondary School Heads
All Others Concerned

1. In support of the Department of Education’s thrust to deliver quality and accessible education through innovation, and relative to Regional Memorandum No. 390, s. 2025, “Negros Island Region Innovation Strategic Expo (ISE) Guidelines”, the Schools Division of Escalante City is now accepting innovation proposals for School Year 2026-2027 for evaluation.
2. Below are the schedules to follow:

DATES	ACTIVITIES
August 13-23, 2026	Online Submission of Innovation Proposals through this Email add: jaymiko.lesondra@deped.gov.ph
August 24, 2026	Initial Evaluation of SDRC Secretariat & Authors’ Notification
August 25-26, 2026	Evaluation of Innovation Proposals by SDRC
August 27, 2026	Authors’ Notification & Confirmation
September 2-3, 2026	Submission of Revised Innovation Proposals to the SDRC Secretariat at the SGOD Office
September 4, 2023	Approval of Innovation Proposals

3. Innovations shall be eligible under the following classifications: Teaching, which may be undertaken by teachers and/or Master Teachers with a maximum of three (3) team members; Teaching-Related, which may be undertaken by Principals/School Heads, Supervisors, and ASDS with a maximum of two (2) team members; Non-Teaching, which may be undertaken by School/Division Personnel with a maximum of two (2) team members; Farm School, which is open to all personnel in Farm Schools with a maximum of three (3) team members; and Private School, which is open to all personnel in private schools with a maximum of three (3) team members.

4. All innovation initiatives shall be aligned with the following categories and specific areas: (1) Curriculum and Instruction Delivery, covering contextualization, assessment, learning materials, and learning modalities; (2) Policy, Planning, Research, and Governance, encompassing data management, monitoring and evaluation (M&E), research, and program management; (3) Learning Environment Improvement, focusing on facilities, information and communication technology (ICT), stakeholder engagement, disaster risk reduction and management (DRRM), inclusiveness, gender and development (GAD), and child protection; (4) Human Resource Development, covering hiring, career development, welfare, performance assessment, and training programs;



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(5) ALS, SPED, SNED, and IPED Programs, focusing on instruction, curriculum, access, and community involvement; and (6) Farm Schools, encompassing agri-economy sustainability, curriculum contextualization, product development, and community partnerships.

4. Innovation proposal/s should follow the prescribed proposal outline and paper format (**see Enclosure No. 1**).

6. The innovation template can be accessed through this link **<https://tinyurl.com/innovation-paper-template>**.

7. For clarification and other inquiries, please look for Mr. Jay Miko B. Lesondra, Division Research and Innovation Coordinator.

8. Immediate dissemination of and compliance with this Memorandum are desired.

PETER J. GALIMBA
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference : As stated
Enclosure : None
Allotment : Division Order No. 1, 2019
To be indicated in the perpetual index under the following subjects:
RESEARCH POLICY

LESONDRA – SGOD-RESEARCH
Enclosure 1 of DM _____, s. 2026



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INNOVATION PROPOSAL OUTLINE AND PAPER FORMAT

A. OUTLINE

- I. Introduction
- II. Innovation Description and Comparative Analysis
- III. Goal Statement
- IV. Implementation Procedure
 - a. Conceptualization
 - b. Process Flow/ Framework
 - c. Project Management
 - d. Timeline
 - e. Resource Utilization
 - f. Risks and Issues Management
 - g. Progress Monitoring
- V. References

B. PAPER FORMAT

- I. Paper – A4 size bond paper (8.27" × 11.69")
- II. Font – Bookman Oldstyle, size 12
- III. Margins – 1 × 1 × 1 × 1
- IV. Spacing – Single spaced
- V. Alignment – Justified