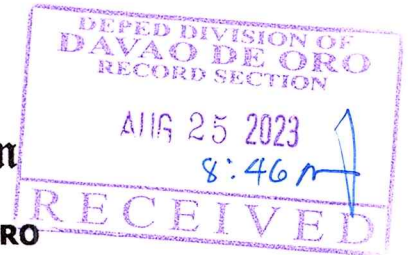




Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent

August 22, 2023

DIVISION MEMORANDUM  
No. 707, s. 2023

**GUIDELINES ON CONTEXTUALIZED SCHOOL INCOME GENERATING  
PROJECT (IGP)**

**TO :** **OIC, Assistant Schools Division Superintendent**  
**OIC-Chief, Curriculum and Implementation Division (CID)**  
**Chief, School Governance and Operations Division (SGOD)**  
**All Education Program Supervisors**  
**All Public Schools District Supervisors/District Coordinating Principal**  
**All Heads of Section**  
**All Secondary School Principals**  
**All Concerned Personnel This Division**

1. Republic Act 9155, also known as the Governance of Basic Education Act of 2001 provides for the empowerment of school officials to take initiatives towards improving the quality of basic education. Through this mandate, all supervisors, school heads, teaching and non-teaching personnel are encouraged to introduce new and/or innovate practices, procedures and processes to achieve higher learning outcomes.
2. Anent to this, the Schools Division Office recognizes the significant contribution of Income Generating project (IGP) as a form of resource mobilization mainly designed to raise funds to finance school program or project.
3. This kind of project has to be proposed for the perusal of Review Committee and approval of the Schools Division Superintendent. Accomplishment shall likewise be reported for review, acceptance, and recording.
4. The proposed project must be aligned with DepEd MATATAG and/or DepEd thrusts and contributory to the alignment of the Department's vision and mission.
5. The proponent must present the reasons for the project, and what needs or problems he/she wants to solve/address.
6. The proposed project must be qualified to benefit the learners and other school stakeholders.
7. The proposed project must have a realistic management plan and resources needed to complete the project within the calendar year.
8. If it is an infrastructure project, the proponent must present or include layout/project design in his/her proposal.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 12



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

---

**Office of the Schools Division  
Superintendent**

9. Sources of funds to sustain the project must be in the form of donations, Income Generating Project (IGP), etc. It should not be taken from the school MOOE fund.
10. Solicitation is prohibited.
11. The proponent must show proof of donation, MOA, or any evidence of the project's sourcing.
12. When the project is already completed, the evaluators will monitor the project again and will issue an evaluation form showing that the project is already finished. The evaluation should be a requisite for the approval of the final report.
13. While the project is ongoing, the project evaluators will come and visit to monitor the status of implementation.
14. The Project must have a provision for sustainability and replicability.
15. This shall be composition of the Review Committee:
- Chairman : Assistant Schools Division Superintendent  
Co-Chairman: SGOD Chief  
Members : EPS SGOD  
SEPS-SOC MOB  
PSDS or DCP  
School Head  
SDO-Accountant
16. These are the functions of the Review Committee:
- Receives IGP Proposals from the Records Section
  - Reviews the IGP Proposal and check on the following;
    - Proposal qualifies as IGP (*Enclosure No.3*)
    - Alignment to the DepEd existing projects and programs
    - Relevance to the content/discussion as regard the required parts of the IGP Proposal
    - Adherence to existing policies like "No Collection Policy", "Health Protocols", and the "Contextualization Guidelines", etc.
    - Adherence to the prescribed format and technical specifications
  - Returns proposals that have failed the evaluation provide the necessary technical assistance and make a follow-up to re-submit the proposals.
  - Forwards proposal that has passed the review to the Office of the SDS.
  - Monitors the implementation of the Approved Proposal.
  - Provides the necessary Technical Assistance for the Completion of the Project/Program.
  - Evaluates and validates results using a monitoring tool.





Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

- h. Attests to the integrity of the Terminal Report or certifies that the desired output or outcome is met. (*Enclosure No.4*)
- i. Forwards the Terminal Report to the Office of the SDS.

17. Along this, the SDO requires the submission of the school IGP Proposal at least one (1) month before the start of implementation for the approval of the Schools Division Superintendent. And the school also requires the submission of IGP Completion Report not later than one month after the conclusion of the project through email at [smn.davaodero@deped.gov.ph](mailto:smn.davaodero@deped.gov.ph). (*See Enclosure No. 5*)

18. All IGP documents must strictly observe the following:

Bond paper:	A4 size (8.27x11.69 inches)
Font style/size:	Bookman Old Style; 11
Margins:	Top and left side- 1.5 inches, Bottom and right side-1 inch
Spacing:	single
Number of copies to be submitted to SDO:	Two (2) copies (softbound); transparent cover; black binding tape
Cover Page:	Project Title: Upper case; Bookman Old Style Font size: 12 Color: Golden Yellow

19. For uniformity, all IGP documents must utilize the following enclosed recommended templates/formats:

- Enclosure No. 1. Income Generating Project Proposal
- Enclosure No. 2. Income Generating Project Terminal Report

20. Immediate and wide dissemination of this memorandum is desired.

**CRISTY C. EPE**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

Enclosure No. 1

**INCOME GENERATING PROJECT PROPOSAL**

**A. PROJECT INFORMATION**

Project Title :  
Proponent/s & Position :  
Project Location :  
Project Duration :  
Number of Recipient :  
Project Cost :  
Source of Funding :

**B. RATIONALE**

*(Present the issue or situation and the significance of the project)*

**C. OBJECTIVES**

*(General and specific)*

**D. DESCRIPTION OF THE PROJECT**

*(Describe the project and how it will be implemented)*

**E. MECHANICS AND IMPLEMENTATION**

*(Pre, During and Post)*

**F. EXPECTED OUTPUT/OUTCOME**

*(Enumerate the tangible and intangible deliverables or Production capacity and expected outputs or Projected summary of Gross Sale of Products)*

**G. WORKPLAN OF ACTIVITIES**

*(It can be presented in table form. These include major activities, persons responsible, time frame or duration (may be divided by quarter and be presented in Gantt chart)*

**H. BUDGETARY REQUIREMENTS**

*(Present the project cost and source of funds)*

**I. PROJECT OPERATIONAL PLAN**

*(Provide the following)*

**A. MARKET**

*Production Description*

*Target Market*

*Price and Pricing*

*Terms of Sale*

*Projected Sale Volume*

**B. TECHNICAL**

*Project Location*

*Production capacity and expected output*

*Technical Production Processes*

**C. ORGANIZATIONAL AND MANAGEMENT STRUCTURE**

**D. FINANCIAL**

*Capital Requirement*



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro

Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)

Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)

Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	4 of 12



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

*Source of Funds*  
*Investment Cost*  
*Projected Income Statement*

**J. MONITORING AND EVALUATION**

*(Prepare an IGP Proposal Review and Evaluation Checklist to be used by the evaluators for the validation)*

**K. SHARING OF INCOME**

*(Present Learners involved (60%) and School Share (40%))*

**L. SUSTAINABLE PLAN**

*(Describe how the project can be sustained)*

**Prepared by:**

\_\_\_\_\_  
Proponent

**Income Generating Project Review Committee**

**Reviewed by:**

\_\_\_\_\_  
School Head

\_\_\_\_\_  
PSDS or DCP

\_\_\_\_\_  
SDO-Accountant

\_\_\_\_\_  
SEPS-SOC MOB

\_\_\_\_\_  
EPS-SGOD

\_\_\_\_\_  
Chief, SGOD

**Recommending Approval:**

\_\_\_\_\_  
Assistant Schools Division Superintendent

**Approved:**

\_\_\_\_\_

\_\_\_\_\_  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

Office of the Schools Division  
Superintendent

Enclosure No. 2

**INCOME GENERATING PROJECT TERMINAL REPORT**

**A. PROJECT INFORMATION**

Project Title :  
Proponent/s & Position :  
Project Location :  
Project Duration :  
Number of Recipient :  
Project Cost :  
Source of Funding :

**B. RATIONALE**

*(Present the issue or situation and the significance of the project)*

**C. OBJECTIVES**

*(General and specific)*

**D. DESCRIPTION OF THE PROJECT**

*(Describe the project and how it will be implemented)*

**E. MECHANICS AND IMPLEMENTATION**

*(Pre, During and Post)*

**F. EXPECTED OUTPUT/OUTCOME**

*(Enumerate the tangible and intangible deliverables or Production capacity and expected outputs or Projected summary of Gross Sale of Products)*

**G. WORKPLAN OF ACTIVITIES**

*(It can be presented in table form. These include major activities, persons responsible, time frame or duration (may be divided by quarter and be presented in Gantt chart)*

**H. BUDGETARY REQUIREMENTS**

*(Present the project cost and source of funds)*

**I. PROJECT OPERATIONAL PLAN**

*(Provide the following)*

**E. MARKET**

*Production Description*

*Target Market*

*Price and Pricing*

*Terms of Sale*

*Projected Sale Volume*

**F. TECHNICAL**

*Project Location*

*Production capacity and expected output*

*Technical Production Processes*

**G. ORGANIZATIONAL AND MANAGEMENT STRUCTURE**

**H. FINANCIAL**

*Capital Requirement*



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: davaodeoro@deped.gov.ph  
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	6 of 12



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
 Superintendent**

*Source of Funds  
 Investment Cost  
 Projected Income Statement*

**J. MONITORING AND EVALUATION**

*(Prepare an IGP Proposal Review and Evaluation Checklist to be used by the evaluators for the validation)*

**K. SHARING OF INCOME**

*(Present Learners involved (60%) and School Share (40%))*

**L. RESULTS AND EVALUATION**

*(Present the result and evaluation on the conduct of the project)*

**M. CONCLUSION**

*(Explain the potential of the project and its feasibility and sustainability)*

**N. PHOTO DOCUMENTATION**

*(Captured pictures with captions)*

**Prepared by:**

\_\_\_\_\_  
 Proponent

**Income Generating Project Review Committee**

**Reviewed by:**

\_\_\_\_\_  
 School Head

\_\_\_\_\_  
 PSDS or DCP

\_\_\_\_\_  
 SDO-Accountant

\_\_\_\_\_  
 SEPS-SOC MOB

\_\_\_\_\_  
 EPS-SGOD

\_\_\_\_\_  
 Chief, SGOD

**Recommending Approval:**

**Approved:**

\_\_\_\_\_  
 Assistant Schools Division Superintendent

\_\_\_\_\_  
 Schools Division Superintendent

**O. APPENDICES**

*(Attached other related documents relative to the project)*





Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
 Superintendent**

Enclosure No. 3

**INCOME GENERATING PROJECT REVIEW AND EVALUATION CHECKLIST**

CRITERIA	Passed	Failed	Comments/Suggestions
Rationale: a. School situations, issues, and problems are clearly described or presented. b. The importance of the project is clearly stated.			
Objectives: a. General objectives address the problem. b. Specific objectives are SMART.			
Description of the Project: a. The IGP purpose is clearly stated. b. Implementation and production techniques are well-defined. c. Strictly observed no disruption of classes during the implementation. d. The project promotes positive values among learners. e. How the project will be done is described.			
Sharing of Income: a. Income sharing specified and provided.			
Sustainability: a. The action plan was provided to sustain the project.			
Management and Supervisory Requisites: a. The IGP Proposal is not funded by MOOE or any DepEd downloaded funds. b. Adheres to existing depEd Policies like the "No Collection Policy", "Health Protocols", and the "Contextualization Guidelines", etc c. Endorsed/Reviewed by the School Head for Teacher-Proponent and the PSDS for School-Head Proponent.			
Total Score Note: Passing score is 12			

Evaluated by:

Remarks (*Passed or Failed*): \_\_\_\_\_







Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

Enclosure No. 4

**INCOME GENERATING PROJECT TERMINAL REPORT EVALUATION CRITERIA**

<b>CRITERIA</b>	<b>Passed</b>	<b>Failed</b>	<b>Comments/Suggestions</b>
Rationale: a. School situations, issues, and problems are clearly described or presented. b. The importance of the project is clearly stated.			
Objectives: a. General objectives address the problem. b. Specific objectives are SMART.			
Description of the Project: a. The IGP purpose is clearly stated. b. Implementation and production techniques are well-defined. c. Strictly observed no disruption of classes during the implementation. d. The project promotes positive values among learners. e. How the project will be done is described.			
Project Implementation: a. Briefly described the strategies used in the implementation of the workplan			
Monitoring and Evaluation: a. Monitoring and evaluation implementation scheme			
Result and Evaluation: a. Data gathering b. Results and analysis c. Observation and lesson learned d. MOVs of the project (photos, attendance, sales invoice, passbook, etc)			
Sharing of Income: a. Income sharing specified and provided.			
Sustainability: a. The action plan was provided to sustain the project.			
Conclusion and Recommendation			

Evaluated by: \_\_\_\_\_

Remarks (*Passed or Failed*): \_\_\_\_\_

Noted: \_\_\_\_\_

\_\_\_\_\_  
Chief, SGOD



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	9 of 12



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

Enclosure No. 5

**INCOME GENERATING PROJECT PROCESS FLOW**

<b>Activity</b>	<b>Person Responsible</b>	<b>Person to Interface with</b>
1. Prepares IGP Proposal	Proponent	
2. Submits IGP Proposal to School Head/PSDS or DCP	Proponent	School Head/PSDS
3. Reviews IGP Proposal	School Head/PSDS/DCP	
4. Submits IGP Proposal to the Division Office through the Records Section	School Head/PSDS/DCP	Record Officer
5. Evaluates the proposal using checklist, provides technical assistance to the proponent if any. If the proposal fails to pass the evaluation, it shall be returned to the proponent for modification.	Review Committee	Proponent
6. Forwards the IGP Proposal that passed the evaluation to the Office of the ASDS for further evaluation.	Review Committee	ASDS
7. Reviews and recommends proposals for approval	ASDS	SDS
8. Reviews and approves the IGP Proposals and forwards Approved Proposals to the Records Section	SDS	Proponent
9. Releases Approved IGP Proposal	Record Officer	Proponent
10. Implements Approved Proposal and communicates with the concerned EPS or SEPS for technical assistance and reporting purposes	Proponent	EPS/SEPS
11. Monitors implementation of IGP using their monitoring tool for PAPs and provides necessary technical assistance	EPS/SEPS	Proponent
12. Prepares Terminal Report and seeks Certification of the School Head for Teacher-Proponent and the PSDS for School Head-Proponent	Proponent	School Head/PSDS/DCP
13. Certifies the utilization of the IGP	Review Committee	
14. Reviews and recommends the Terminal Report for approval	ASDS	SDS
15. Verifies and approves Terminal Report and forwards the approved TR to the Records Section	SDS	Records Officer
16. Releases Approved IGP Terminal Report to the Proponent	Records Officer	Proponent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: davaodeoro@deped.gov.ph  
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	10 of 12



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

Additional Information

**1. What is an IGP?**

It is used to describe an service ensure makes money to finance a program button a project.

**2. Why should schools generate their income?**

To be able to:

- Improvement school facilities
- Offer scholarships to poor children
- Finance a project for innovation in school

**3. Type of resources a school might boast**

1. Native resources -/ land, water, trees, others.
  - a. Ex: Agricultural Activities j(4f the project is horticulture/ plant cultivation, the proponent canned make-use of the school's inherent resources such as nation, drink, etc.) Dep Done Income Generating Project Proposal - DepEd Income Generating Your Proposal (Format) I. – Studocu
2. Human resources – teachers, undergraduate
  - a. (teachers/students can direct the project)
3. Physical resources – real, equipment
  - a. (the proponent may usage the agricultural equipping of the school)
4. Financial resources – money
  - a. (the proponent may show for sources to fund the project from your alumni and additional stakeholders)
5. Intangible resources – goodwill
  - a. (The proponent may use goodwill to sell its product)

**4. Revenue Generating Commodity**

Organic: vegetable, herbs, spices, nuts

- a. plants/seedlings/condiments/pickles/peanut butter/dried herbs

Fruits- jam/juice/fruit glass; cash crops- coffee/cocoa; blossom; mushrooms; trees-furniture

Facility based-services

- b. eco-tourism: school shop; network small; product facilities; school-run enterprise





Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

---

Office of the Schools Division  
Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	12 of 12