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. Antecedent 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.
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:

   a. Receives IGP Proposals from the Records Section
   b. Reviews the IGP Proposal and check on the following:
      i. Proposal qualifies as IGP (Enclosure No.3)
      ii. Alignment to the DepEd existing projects and programs
      iii. Relevance to the content/discussion as regard the required parts of
           the IGP Proposal
      iv. Adherence to existing policies like “No Collection Policy”, “Health
           Protocols”, and the “Contextualization Guidelines”, etc.
      v. Adherence to the prescribed format and technical specifications
   c. Returns proposals that have failed the evaluation provide the necessary
      technical assistance and make a follow-up to re-submit the proposals.
   d. Forwards proposal that has passed the review to the Office of the SDS.
   e. Monitors the implementation of the Approved Proposal.
   f. Provides the necessary Technical Assistance for the Completion of the
      Project/Program.
   g. Evaluates and validates results using a monitoring tool.
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. (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.

\[Signature\]
CRISTY C. EPE
Schools Division Superintendent

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

   G. ORGANIZATIONAL AND MANAGEMENT STRUCTURE

   H. FINANCIAL
      Capital Requirement
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)
**INCOME GENERATING PROJECT REVIEW AND EVALUATION CHECKLIST**

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

**Total Score**

**Note:** Passing score is 12

Evaluated by:

Remarks (Passed or Failed): ____________________
INCOME GENERATING PROJECT TERMINAL REPORT EVALUATION CRITERIA

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<tr>
<td>Project Implementation:</td>
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<td></td>
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<tr>
<td>a. Briefly described the strategies used in the implementation of the workplan</td>
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<tr>
<td>Monitoring and Evaluation:</td>
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<td></td>
</tr>
<tr>
<td>a. Monitoring and evaluation implementation scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result and Evaluation:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Data gathering</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b. Results and analysis</td>
<td></td>
<td></td>
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<tr>
<td>c. Observation and lesson learned</td>
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<tr>
<td>d. MOVs of the project (photos, attendance, sales invoice, passbook, etc)</td>
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Evaluated by: ________________________________

Remarks (Passed or Failed): ____________________

Noted: ______________________________________

Chief, SGOD
### INCOME GENERATING PROJECT PROCESS FLOW

<table>
<thead>
<tr>
<th>Activity</th>
<th>Person Responsible</th>
<th>Person to Interface with</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepares IGP Proposal</td>
<td>Proponent</td>
<td></td>
</tr>
<tr>
<td>2. Submits IGP Proposal to School Head/PSDS or DCP</td>
<td>Proponent</td>
<td>School Head/PSDS</td>
</tr>
<tr>
<td>3. Reviews IGP Proposal</td>
<td>School Head/PSDS/DCP</td>
<td>Record Officer</td>
</tr>
<tr>
<td>4. Submits IGP Proposal to the Division Office through the Records Section</td>
<td>School Head/PSDS/DCP</td>
<td>Review Committee</td>
</tr>
<tr>
<td>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.</td>
<td>Review Committee</td>
<td>Proponent</td>
</tr>
<tr>
<td>6. Forwards the IGP Proposal that passed the evaluation to the Office of the ASDS for further evaluation.</td>
<td>Review Committee</td>
<td>ASDS</td>
</tr>
<tr>
<td>7. Reviews and recommends proposals for approval</td>
<td>ASDS</td>
<td>SDS</td>
</tr>
<tr>
<td>8. Reviews and approves the IGP Proposals and forwards Approved Proposals to the Records Section</td>
<td>SDS</td>
<td>Proponent</td>
</tr>
<tr>
<td>9. Releases Approved IGP Proposal</td>
<td>Record Officer</td>
<td>Proponent</td>
</tr>
<tr>
<td>10. Implements Approved Proposal and communicates with the concerned EPS or SEPS for technical assistance and reporting purposes</td>
<td>Proponent</td>
<td>EPS/SEPS</td>
</tr>
<tr>
<td>11. Monitors implementation of IGP using their monitoring tool for PAPs and provides necessary technical assistance</td>
<td>EPS/SEPS</td>
<td>Proponent</td>
</tr>
<tr>
<td>12. Prepares Terminal Report and seeks Certification of the School Head for Teacher-Proponent and the PSDS for School Head-Proponent</td>
<td>Proponent</td>
<td>School Head/PSDS/DCP</td>
</tr>
<tr>
<td>13. Certifies the utilization of the IGP</td>
<td>Review Committee</td>
<td></td>
</tr>
<tr>
<td>14. Reviews and recommends the Terminal Report for approval</td>
<td>SDS</td>
<td>SDS</td>
</tr>
<tr>
<td>15. Verifies and approves Terminal Report and forwards the approved TR to the Records Section</td>
<td>SDS</td>
<td>Records Officer</td>
</tr>
<tr>
<td>16. Releases Approved IGP Terminal Report to the Proponent</td>
<td>Records Officer</td>
<td>Proponent</td>
</tr>
</tbody>
</table>
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 if the project is horticulture/ plant cultivation, the
         proponent can use 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 use 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