

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III

DEP-ED-NUEVA ECIIJA

RELEASE  
JAN 25 2016

**Itayo**  
PARA SA  
EDUKASYON

SCHOOLS DIVISION OF NUEVA ECIIJA RECORDS SECTION

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

January 20, 2016

**DIVISION MEMORANDUM**

No. 22 s. 2016

**DIVISION INNOVATION FORMAT**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary / Secondary School Heads

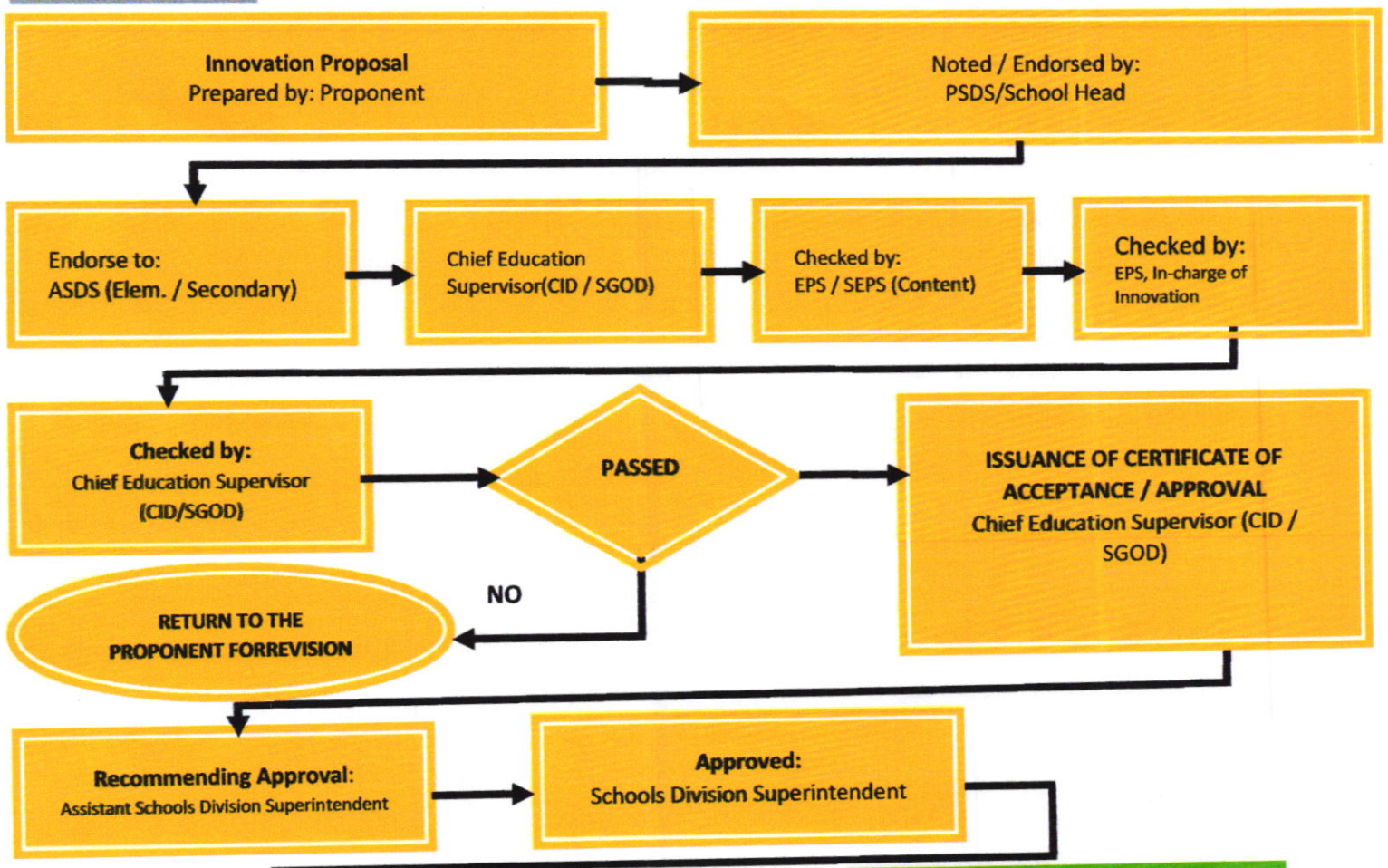
1. This is to inform all concerned personnel regarding the prescribed Schools Division Innovation format.
2. All proponents shall adopt and follow all indicated contents, workflow and other related instructions.
3. Enclosed are the following:  
Enclosure No.1 - Innovation Workflow  
Enclosure No.2 - Principles and Types of Innovative Project  
Enclosure No.3 - Format of Innovative Project  
Enclosure No.4 - Signatories of the Innovative Project
4. Immediate dissemination of the contents of this Memorandum is earnestly desired.

**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

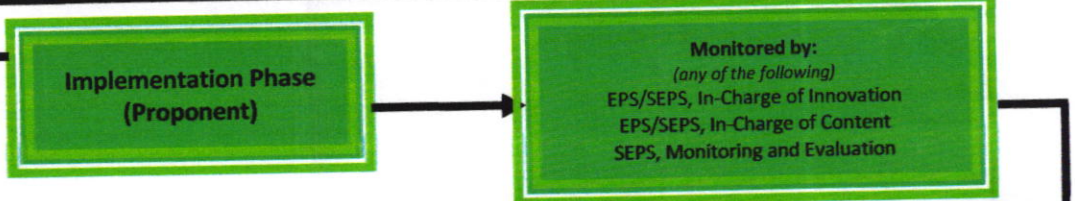


# INNOVATION WORKFLOW

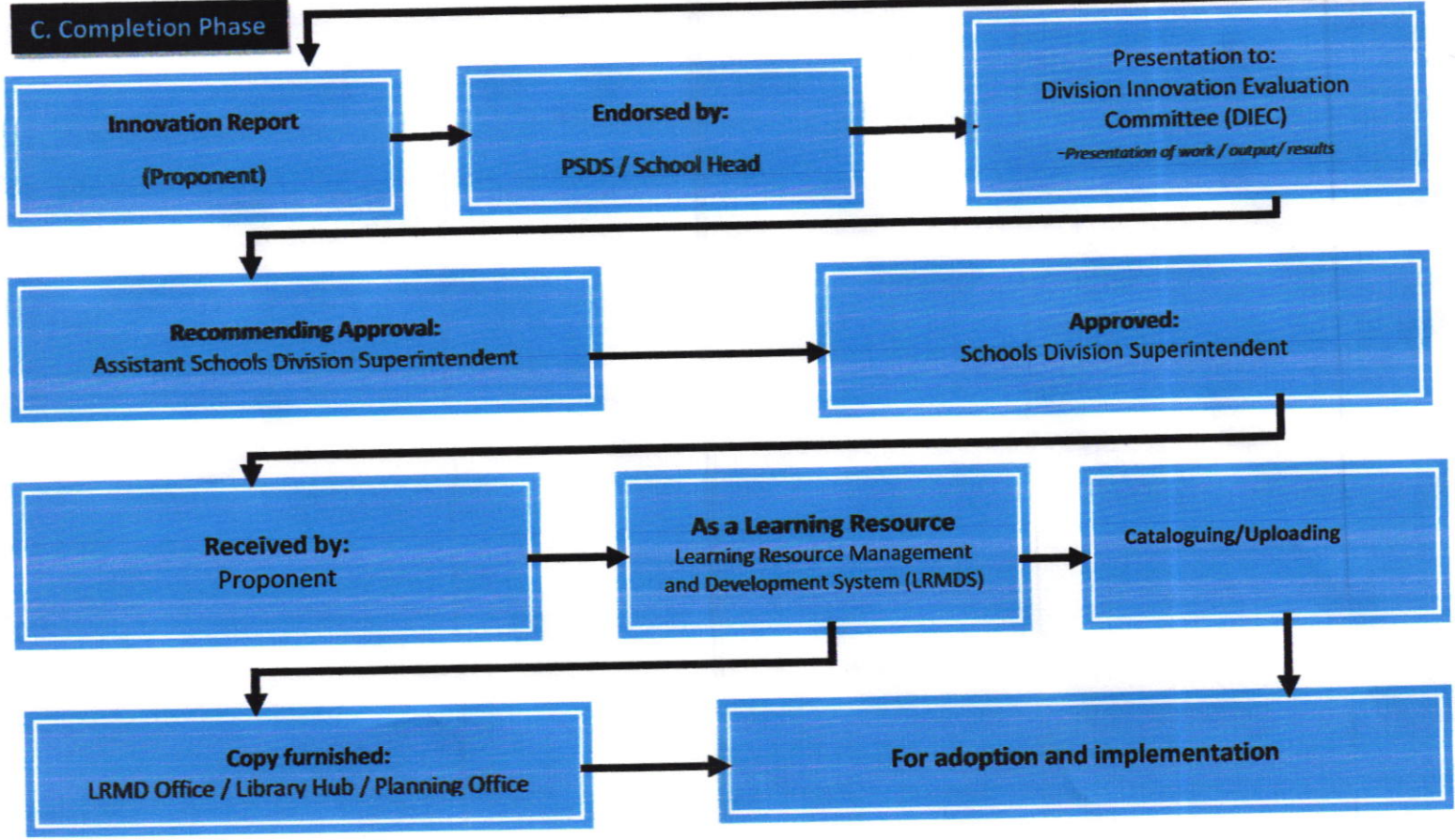
## A. Proposal Phase



## B. Implementation Phase



## C. Completion Phase



Legend:

Proposal Phase

Implementation Phase

Completion Phase

**INNOVATION** is the process of making changes to something established by introducing something new in educational programs, structure and system.

### **PRINCIPLES OF INNOVATION**

1. New educational ideas or practices which were not previously known.
2. Adaption, extensions or modifications of earlier ideas. These are common forms of innovation.
3. Changed conditions (e.g. class size, better materials, auxiliary staffing) under previously unsuccessful innovations may be successful.
4. Change attitudes on the part of teachers or administrators towards idea.
5. New situations where the element combine in new ways. There will be a better mobilization of influences.
6. Changes which result from the spread of ideas, of which people had not previously heard, understood or seem potentially important.

### **TYPES OF INNOVATIVE PROJECT**

- I. Curriculum and Instructional Materials
  - Student Learning Activities
  - Workbook, Skill Book, resource Book
  - Teaching Devices
  - Educational Games
- II. Effective Teaching Strategy
  - Approaches
  - Teaching and Learning Styles
  - Techniques ( to be measured in terms of increase in pupil achievement level)
- III. Simplification of Work
  - Reporting System
  - Record Keeping
  - Procedures that resulted in cost reduction
- IV. Worthwhile Income-generating Project