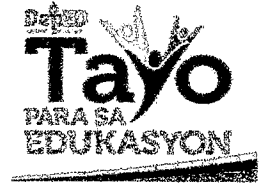


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
SCHOOLS DIVISION OF NUEVA ECIJA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100




DIVISION MEMORANDUM

No. 80, s. 2017

DEP-ED-NUEVA ECIJA
RELEASED
MAY 02 2017

RECORDS SECTION

To: **All District Supervisors
Secondary and Elementary School Principals/OICs**

From: 
RONALDO A. POZON, Ph. D., CESO IV
Schools Division Superintendent

Subject: **Format and Criteria for the Evaluation of Income Generating Project (IGP)**

In line with the division's thrust of reinforcing IGP in the schools to educate students/pupils and to assist them in their financial needs, all school heads and teachers are encouraged to explore possibilities that would ensure establishment of IGP in schools.

For uniformity of structure and criteria in the evaluation, find attached enclosures.

For your strict compliance.

Inclosure No. 1 to Division Memorandum No. 80, s. 2017

FORMAT OF IGP

I. Description of the Project

- A. Title
- B. Proponent
- D. Duration
- E. Location
- F. Target

II. Rationale

- A. Brief Introduction
- B. Logical Basis for a Course of Action
- C. Objectives

III. Scheme of Implementation

- A. Management Aspect
- B. Manpower Requirements
- C. Technical Aspect
- D. Production Techniques
- E. Marketing Strategies
- F. Sustainability Plan

IV. Proposed Budget/Project Cost

For IGP Proposal:

- A. Cost and Return Analysis
- B. Sharing (60% Student Share, 20% Club, 20% School)

V. Proposed Budget/Project Cost

For Final IGP:

- A. Cost and Return Analysis
- B. Return on Investment
- C. Financial Report
- D. Other Supporting Documents

VI. Results, Recommendations and

Conclusions

CRITERIA IN THE EVALUATION OF IGP

I. NOVELTY – 30%

1. Original idea

- a. Unique/new
- b. Improvement of an existing project

2. Effectiveness

- a. Produces desired output
- b. Facilitates learning
- c. Optimizes use of time
- d. Promotes maximum student participation

II. SUSTAINABILITY – 40%

1. Implementation plan

- a. Year-round implementation projection
- b. Second year implementation plan
- c. Income by the year projection

2. Monthly net profit of income should be deposited in a bank for one (1) year.

The amount of Three Thousand Pesos (P3,000.00) and above will be the required IGP income.

III. DEMONSTRATION/VALIDATION – 30%

IGP Demonstration with the pupils/students will be done in the school with the Validation team composed of the CID Chief, Subject Supervisors and the EPSs in-charge of TLE/EPP.

IV. Division Evaluation Committee

CATALINA S. PATIAG, Ph. D.
EPS, TLE/EPP-H.E.

WINDSOR B. FLORES, Ph. D.
EPS, TLE/EPP-AA & IA

JAYNE M. GARCIA, Ed. D.
OIC-Chief, Curriculum Implementation Division

ERICSON S. SABACAN, Ed. D.
Asst. Schools Division Superintendent

JOHANNA N. GERVACIO, Ph. D.
Asst. Schools Division Superintendent

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