



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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September 9, 2021

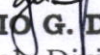
**DIVISION MEMORANDUM**

No. 288 s. 2021

**UTILIZATION OF DIVISION GUIDELINES IN IMPLEMENTING INCOME-GENERATING PROJECTS**

To: CID Chief  
Education Program Supervisors  
Public Schools District Supervisors/District In-Charge  
All Others Concerned

1. This is to inform the field the herein attached Division Guidelines in Implementing Income-Generating Projects, for guidance of all concerned.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
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Schools Division Superintendent



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## **DIVISION GUIDELINES IN IMPLEMENTING INCOME-GENERATING PROJECTS**

### **A. BASIC CONSIDERATION**

1. The proponent should have conducted a survey related to subject being handled on what additional learning activities can be done as Income-Generating Project (IGP).
2. The IGP should point out the learning competencies developed by the learners from the different learning activities in the project, hence, direct involvement of the learners is desired except in some instances where parents and stakeholders are requested.
3. IGP in general **MUST** evidently observe the DepEd Core Values.
4. General safety of the students and other cooperators of the project is a **MUST**.
5. The existing DepEd programs and projects with allocated funds should not be included in the IGP.
6. The initial capital of the project is to be shouldered by the proponent and may be reimbursed from, or decide to be part of the generated income.
7. Book of financial records should be transparent as a proof of evidence.
8. The duration of the project should be within the school year. For this purpose, the submission of the IGP proposal should be on the first month of the opening of the school year and the terminal report should be submitted on the next month after the school year end.
9. The use of school facilities, equipment and laboratory in the conduct of the IGP is allowed, provided it will not hamper the regular conduct of classes. Repair of equipment, if damaged brought by IGP operation should be shouldered by the project as part of its operation cost.
10. No profit quota is set by this Division but the proceeds of the IGP will surely give significant impact in the learning development and environment.
11. The proceeds of the IGP should reflect in the DepEd Partnership Data-based System (DPDS) in a form of donation.
12. Terminal report and other Means of Verifications (MOV) is expected after the duration of the project.
13. Only approved IGP by the SDO shall be credited for promotion.

### **B. STANDARD LAY OUT**

- Bond paper size : A4 sub 20  
Font size/style : 12/Courier New  
Cover page : Plain design should contain only the name of school, the school logo, project title and the proponent  
No of pages : For Proposal – maximum of 15 pages  
                  : For Terminal report – maximum of 30 pages to include the annexes  
Ring bind output in one (both the approved Proposal and the Terminal Report)

### **C. IGP PROPOSAL STANDARD FORMAT (This part is in future tense)**

- I. PROJECT INFORMATION  
Project Title:  
Project Proponent & Position:  
Project Locale:  
Project Duration:  
Number of Recipients:  
Project Initial Capital:  
Projected Profit:  
Project Learning Competency/ies:
- II. PROJECT DESCRIPTION  
(Brief description of what the IGP is all about)
- III. PROJECT BACKGROUND  
(Discuss the identified gaps, problems, concerns and needs of the school based from the proponent's survey)
- IV. RATIONALE  
(Why is there a need to conduct the project? Any legal basis?)