



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OFFICE MEMORANDUM
PPRD - 2026 - 014

OCT 13 2026

**REITERATION OF THE REGIONAL OFFICE GUIDELINES ON INNOVATION
DEVELOPMENT, IMPLEMENTATION, AND APPROVAL**

To: Assistant Regional Director
All Functional Division Chiefs

1. This Office, through the Policy, Planning, and Research Division (PPRD) reiterates Regional Memorandum 937, s. 2026 titled "**2026 Negros Island Region Innovation Strategic Expo (ISE)**" and Regional Memorandum 390, s. 2025 titled "**Negros Island Region Innovation Strategic Expo Guidelines,**" on the guidelines on the development, implementation, and approval of regional office innovation.
2. This aims to:
 - a. present innovative project proposals that will improve services, programs, and activities in the Regional Office; and
 - b. identify effective and scalable interventions that can improve efficiency and effectiveness of the delivery of services and contribute to the literacy and numeracy achievement.
3. Enclosed are the following:
 - a. Regional Office guidelines on innovation development, implementation, and approval
 - b. Innovation Paper Format
4. For details, contact Joey Ian C. Singson, Education Program Supervisor of the Policy, Planning, and Research Division through email address joey.singson@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Incl: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

Policy Projects

PPRD/JIS/Office Memo_RO Innovation Guidelines.docx



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Enclosure A to Office Memo – PPRD - _____ Reiteration of the Regional Office Guidelines on Innovation Development, Implementation, and Approval

REGIONAL OFFICE GUIDELINES ON THE DEVELOPMENT, IMPLEMENTATION, EVALUATION, AND APPROVAL OF INNOVATIONS

As per RM 936, s. 2026 "Negros Island Region Regional Innovation Strategic Expo"

I. TITLE

Regional Guidelines on the Development, Implementation, Evaluation, Approval, and Institutionalization of Innovations in the Department of Education - Negros Island Region (DepEd NIR)

II. RATIONALE

The rapidly evolving educational landscape requires education offices to continuously develop innovative, evidence-based, and context-responsive solutions to address persistent and emerging challenges in governance, service delivery, human resource management, learning delivery, planning, monitoring, and stakeholder engagement. Innovation has become an essential mechanism for improving organizational effectiveness, enhancing public service delivery, maximizing resources, and fostering a culture of excellence and continuous improvement.

Consistent with the objectives of the **Negros Island Region Innovation Strategic Expo (ISE)**, innovations shall serve as strategic interventions that support the attainment of the Department of Education's vision, mission, goals, and regional development priorities. The Regional Office recognizes that innovative ideas generated by personnel at all levels can contribute significantly to improving systems, processes, programs, and outcomes for learners, teachers, employees, and stakeholders.

To institutionalize innovation as a culture within the Regional Office and ensure that all developed innovations are systematically designed, ethically implemented, adequately monitored, and rigorously evaluated, these guidelines are hereby established to govern the development, implementation, documentation, approval, assessment, and scaling of innovations.

III. POLICY STATEMENT

The Regional Office shall encourage and support the development of innovative solutions that:



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1. address identified organizational, educational, operational, or governance challenges;
2. improve efficiency, effectiveness, quality, equity, inclusiveness, and resiliency of programs and services;
3. contribute to the realization of the DepEd NIR 10-Point Agenda;
4. promote evidence-based decision-making and continuous improvement; and
5. generate measurable outcomes and sustainable impact.

IV. OBJECTIVES

General Objective

To establish a systematic and standardized process for the development, implementation, evaluation, approval, and institutionalization of innovations within the Regional Office.

Specific Objectives

The guidelines aim to:

1. encourage a culture of innovation among Regional Office personnel;
2. provide a framework for the development and implementation of innovative projects;
3. ensure innovations are aligned with regional and national education priorities;
4. promote ethical and evidence-based innovation practices;
5. evaluate innovations using standardized criteria and measurable indicators;
6. document best practices and lessons learned;
7. facilitate replication, scalability, and sustainability of successful innovations; and
8. Recognize and institutionalize innovations with demonstrated impact.

V. SCOPE AND COVERAGE

These guidelines shall apply to all permanent personnel and functional divisions of the Regional Office, including innovation teams consisting of a maximum of three (3) members, consistent with Regional ISE provisions for Regional Office Implementers.

VI. INNOVATION CATEGORIES

Innovations shall be classified according to the following categories adapted from the Regional ISE framework:



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A. Policy, Planning, Research, and Governance

Innovations related to:

- Strategic planning
- Research utilization
- Data analytics
- Monitoring and evaluation
- Policy implementation
- Program management
- Quality assurance

B. Human Resource Development

Innovations involving:

- Recruitment systems
- Performance management
- Training and development
- Employee welfare
- Knowledge management

C. Learning Environment Improvement

Innovations involving:

- Information and Communications Technology (ICT)
- Office digitalization
- Stakeholder engagement systems
- Disaster risk reduction management
- Gender and Development (GAD)
- Child protection mechanisms
- Inclusive education support systems

D. Curriculum, Instruction, and Learning Support

Innovations that support curriculum implementation, educational support services, and learning delivery mechanisms.

E. Special Programs and Strategic Initiatives



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Innovations supporting ALS, SPED, Indigenous Peoples Education (IPEd), Farm Schools, and other priority regional initiatives.

VII. DEVELOPMENT OF INNOVATION

A. Identification of Need

The innovation shall originate from a clearly defined problem, challenge, gap, or opportunity supported by:

- Baseline data
- Stakeholder consultations
- Monitoring reports
- Research findings
- Operational observations

B. Conceptualization

The proponent shall prepare a concept note containing:

1. Problem Statement
2. Proposed Solution
3. Expected Outcomes
4. Beneficiaries
5. Resource Requirements
6. Risk Assessment

C. Validation

Before implementation, the proposed innovation shall undergo:

- Technical validation
- Stakeholder consultation
- Expert review (if necessary)
- Alignment review with Regional priorities

VIII. REQUIRED FORMAT OF THE INNOVATION PAPER

(please see Enclosure B)

IX. IMPLEMENTATION STRATEGIES



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Implementation shall be conducted in phases:

A. Pre-Implementation Phase

Activities:

- Needs assessment
- Stakeholder consultation
- Innovation design
- Validation
- Resource mobilization

B. Implementation Phase

Activities:

- Pilot testing
- Full deployment
- Capacity building
- Technical support
- Monitoring

C. Post-Implementation Phase

Activities:

- Evaluation
- Documentation
- Dissemination
- Scaling
- Institutionalization

X. ETHICAL CONSIDERATIONS

All innovations must comply with ethical standards and applicable DepEd policies and in accordance to the Regional Research Ethics Committee.

The proponent shall ensure:

A. Informed Participation

Participants shall be informed regarding:



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- Purpose of the innovation
- Expected participation
- Benefits and risks

B. Privacy and Data Protection

Innovations collecting personal information shall comply with:

- Data Privacy Act of 2012
- DepEd data protection policies

C. Confidentiality

All information gathered during implementation shall be protected and used solely for legitimate program purposes.

D. Non-Maleficence

The innovation shall not cause physical, emotional, psychological, social, or professional harm.

E. Equity and Inclusivity

Implementation shall ensure fair access and participation regardless of sex, age, disability, ethnicity, religion, or socio-economic status.

F. Intellectual Property Protection

Innovators shall observe proper citation, avoid plagiarism, and recognize intellectual ownership of developed materials and systems.

G. Use of Artificial Intelligence

Innovators shall observe protocols of DepEd Order 003, s. 2026 “Foundational Guidelines on the Use of AI in Basic Education” and the Regional initiative DepEd NIR AI SMART. Declaration of the use of AI platforms shall be observe and the identification of prompts must be included.

XI. IMPACT ASSESSMENT

All innovations shall undergo an Impact Assessment based on the following dimensions:



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Area	Indicators
Effectiveness	Achievement of objectives
Efficiency	Resource savings, time reduction
Quality	Improvement in outputs and services
Accessibility	Increased access to services
Sustainability	Long-term viability
Replicability	Potential for adoption by other offices
Scalability	Capacity for wider implementation
Stakeholder Satisfaction	User feedback and acceptance

Methods may include:

- Surveys
- Interviews
- Focus Group Discussions
- Document Analysis
- Cost-Benefit Analysis
- Performance Metrics

XII. RESULTS AND OUTPUTS

Innovation proponents shall report:

Quantitative Results

- Number of beneficiaries
- Percentage improvement
- Cost savings
- Productivity gains
- Completion rates

Qualitative Results

- Stakeholder feedback
- Lessons learned
- Best practices
- Testimonials



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Expected Outputs

Examples may include:

- Digital systems
- Management tools
- Policies
- Frameworks
- Guidelines
- Training modules
- Dashboards
- Research outputs

XIII. SUSTAINABILITY PLAN

Each innovation shall include measures for:

Institutional Sustainability

- Policy adoption
- Integration into office operations

Financial Sustainability

- Budget allocation
- Resource sharing

Technical Sustainability

- Capacity building
- System maintenance

Organizational Sustainability

- Designation of responsible units
- Knowledge transfer mechanisms



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XIV. MONITORING AND EVALUATION

The concerned Functional Division shall conduct periodic monitoring of approved innovations.

Monitoring shall focus on:

- Progress against targets
- Quality of implementation
- Emerging challenges
- Utilization of resources
- Impact indicators

Monitoring reports shall be submitted quarterly or as determined by management.

XV. APPROVAL PROCESS

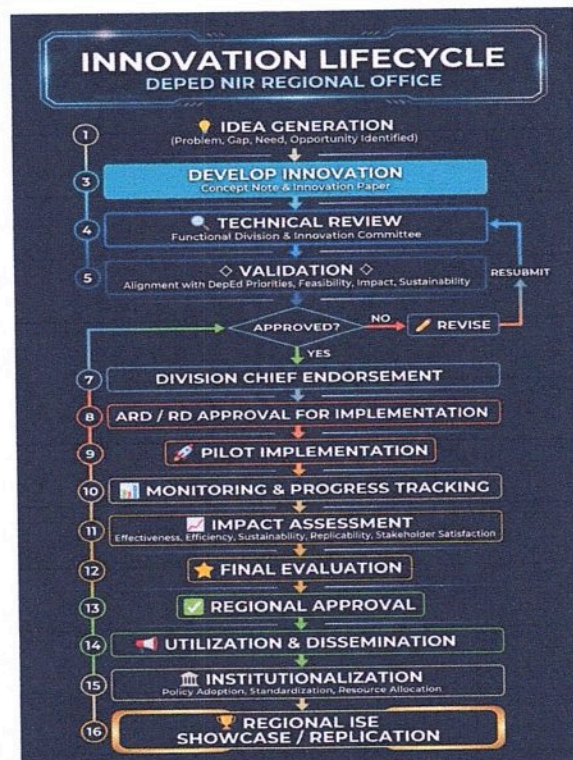


Figure 1. DepEd NIR Regional Innovation Governance Framework



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The framework illustrates the end-to-end process of innovation management, from problem identification and innovation development to validation, approval, implementation, impact assessment, dissemination, institutionalization, and eventual replication through the Regional Innovation Strategic Expo (ISE), thereby fostering a culture of continuous improvement and evidence-based innovation across the Regional Office.

Regional Office Personnel

Step 1

Submission of Concept Note to Functional Division.

Step 2

Technical Review by Policy, Planning, and Research Division as de facto Regional Innovation Evaluation Office.

Step 3

Pilot Implementation Approval by Functional Division Chief.

Step 4

Final Evaluation and Validation.

Step 5

Recommendation by Functional Division Chief and endorsement from the Chief of the Policy, Planning, and Research Division.

Step 6

Recommending approval by Assistant Regional Director (ARD) and approved by the Regional Director (RD), following the ISE approval matrix.



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XVI. PLAN OF ACTION & TIMELINE

Matrix of Implementation Activities (Sample Plan of Action)

Phase (Pre-implementation, Implementation, Post Implementation)	Objective	Activity	Responsible Person/Unit	Timeline	Expected Output	Means of Verification
	Promote innovation culture	Orientation on Innovation Development	PPRD	January	Orientation conducted	Attendance sheets
	Develop innovations	Needs Assessment and Conceptualization	Concerned Division	February	Approved Concept Notes	Approved proposals
	Validate innovations	Technical Review and Consultation	Innovation Committee	March	Validated innovations	Validation reports
	Implement innovations	Pilot Testing	Proponents	April-May	Pilot implementation completed	Implementation reports
	Assess innovations	Impact Assessment	M&E Team	June-July	Assessment report	Evaluation results
	Institutionalize innovations	Policy Adoption and Scaling	Regional Management	August	Institutionalized innovation	Memorandum/Office Order
	Disseminate innovations	Innovation Showcase and Knowledge Sharing	PPRD	September	Innovations shared	Program documentation

XVII. UTILIZATION AND DISSEMINATION

The utilization and dissemination of innovations are essential components in ensuring that innovative practices generate meaningful, sustainable, and organization-wide impact. Upon successful implementation and validation, innovations shall be integrated into existing office systems, processes, programs, or services whenever feasible. The concerned office or functional division shall ensure that innovation outputs are actively utilized by intended beneficiaries and contribute to the improvement of operational efficiency, service delivery, decision-making, and organizational performance.



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To facilitate broader adoption, innovation proponents shall develop a dissemination plan that may include presentations during management meetings, learning action cells, capability-building activities, conferences, innovation fora, knowledge-sharing sessions, and publication through official communication channels. Documentation of implementation experiences, lessons learned, best practices, and impact results shall be prepared and archived for future reference and replication. Successful innovations may be endorsed for regional, inter-regional, or national recognition, replication, scaling, and institutionalization to maximize their contribution to organizational development and continuous improvement initiatives within the Department of Education.

XVIII. RECOGNITION AND INSTITUTIONALIZATION

Innovations demonstrating significant impact, sustainability, practicality, and alignment with DepEd priorities may be:

1. Endorsed to the Regional ISE.
2. Replicated across divisions and units.
3. Institutionalized through policy issuance.
4. Included in regional best practice repositories.
5. Recognized through innovation awards and incentives.

XIX. APPROVAL SHEET

APPROVAL SHEET

TITLE OF INNOVATION

Prepared by:
(Innovator/s)

Recommending Approval:
Chief of the Functional Division

Chief of the Policy, Planning, and Research Division

Assistant Regional Director

Approved:

Regional Director



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XX. EFFECTIVITY

These Guidelines shall take effect immediately upon approval and shall remain in force until amended, revised, or superseded by subsequent issuances of the Department of Education - Negros Island Region.



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Enclosure B to Office Memo – PPRD - _____ Reiteration of the Regional Office Guidelines on Innovation Development, Implementation, and Approval

INNOVATION PAPER FORMAT

I. Cover Page (1st Page)

Innovation Title

Classification
Category

Proponent/s
Functional Division

II. Table of Contents (2nd Page)

III. Content (3rd Page onwards)

Name of Innovator/s
Title of Innovation
Classification
Category

Inclusive Date of Implementation

Introduction: State the problem, proposed solution, rationale, and relevance.

Innovation Description & Comparative Analysis:

- Key elements/details of your project, including how it aligns with the 10-point agenda
- A description of individuals or community groups who will benefit from and support the project and how you plan to communicate the value of the project.
- Other attempts at similar projects, with discussion of adaptability to the current landscape
- Describe *at least* two similar projects.
- At least one option that was considered but not selected, with a rationale as to why it was abandoned

Goal Statement: State the goals and objectives.

Implementation Procedure:

- **Conceptualization** (*presents the conceptualization, consultation, and validation activities*)
- **Process Flow/Framework**
- **Project Management** (*discusses the management processes and*



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- the persons involved and their corresponding roles)
- **Plan of Action and Timeline** (outlines the duration of the implementation stages: pre-implementation, implementation stage, and post-implementation)
- **Resource Utilization** (states the source of resources and the process of utilization in the making and managing of the innovation)
- **Risks and Issue management** (identifies potential risks and issues/challenges encountered and actions taken to mitigate or eliminate the impact to the target output/outcomes)
- **Progress Monitoring** (states the process, persons involved, and tool used in monitoring the implementation and outcomes of the innovation)

Outputs, Results, and Impact: Enumerate outputs with identified beneficiaries, results (qualitative & quantitative, wherever applicable), and impact.

Sustainability Plan: Detail future actions and enhancements.

Reflection: A critical assessment of the innovation, a forward-looking statement that justifies the innovation's significance and its contribution to the goals of DepEd NIR; it also details the significant learnings of the proponent.

IV. References (if any) (Separate Page)

V. Mode of Verifications (MOVs) (Separate Page)

VI. APPROVAL PAGE (Separate Page)

APPROVAL SHEET

TITLE OF INNOVATION

Prepared by:
(Innovator/s)

Recommending Approval:

Chief of the Functional Division

Chief of the Policy, Planning, & Research

Assistant Regional Director

Approved:

Regional Director