



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools
Division Superintendent**

September 16, 2024

DIVISION MEMORANDUM
No. 437, s. 2024

REVISED TEMPLATE ON INCOME GENERATING PROJECT

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors/APSDSs
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Division Memorandum No. 226, s. 2024 titled, "DIVISION CONTEXTUALIZED GUIDELINES ON INCOME GENERATING PROJECT", a template has been revised.
2. Attached herewith is the said template/format for proper guidance and reference.
3. In addition, include a Letter Request to conduct Income Generating Project duly signed by the Schools Division Superintendent.
4. Immediate and wide dissemination of this Memorandum is directed.


CASIANA P. CABERTE Ph.D., CESO V
Schools Division Superintendent



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
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Enclosure 1

Suggested Format for Income Generating Project Proposal

Project Title

I. Project Information:

Proponent and Position

Project Location

Project Duration

Number of Target Beneficiaries

II. Rationale

(Project highlighting the problem/gap that the project seeks to address.

III. Objectives

Objectives must be SMART-Specific, Measurable, Attainable, Time bounded

IV. Project Description

V. Strategies/Procedure

Pre-Implementation

Implementation Phase

Post Implementation Phase

Objective s	Strategies/Activities	Resources Needed			Timeline		Expected Output
		People/Persons Involved	Materials/Equipment/Physical Resources Needed	Budget Needed and Source of Funds	Date of Start	Date of Completion	
Pre-implementation							
Implementation							
Post-Implementation							

VI. Projected Income for 2 years of Implementation

VII. Composition of Management Team

Project Leader/Proponent

Members:

1. Treasurer

2. Auditor

3. Project Monitoring & Evaluation Team



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VIII. Project Monitoring and Evaluation
>Schedule of Monitoring and Evaluation and Persons involved.

IX. Sustainability Mechanisms

Prepared By: _____
Project Implementor

Noted By: _____
Principal/School Head

Recommending Approval: _____
Public Schools District Supervisor

ANA LIZA B. LAUREL
IGP COORDINATOR

WILFREDA O. FLOR
Chief, School Governance and Operations Division

Approved by: **CASIANA P. CABERTE PhD, CESO VI**
Schools Division Superintendent



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Enclosure 2
Income Generating Project Completion Report

Project Title
(An Income Generating Activity Completion Report)

- I. Project Information
 - Proponent and Position
 - Project Location
 - Project Duration
 - Number of Target Beneficiaries
- II. Rationale
(Project highlighting the problem/gap that the project seeks to address)
- III. Objectives
(Must be SMART- Specific, Measurable, Attainable, Time bounded)
- IV. Strategies/Procedures
(Discuss the major strategies/activities carried out in the project)
- V. Financial Report on the Income Generated signed by the treasurer and audited by the auditor
- VI. Results, Discussion, and Reflections
- VII. Sustainability and Recommendations
- VIII. References
 - Letters
 - Attendance Sheets
 - Pictorials (Pre, During, Post Implementation)
 - Financial Report

