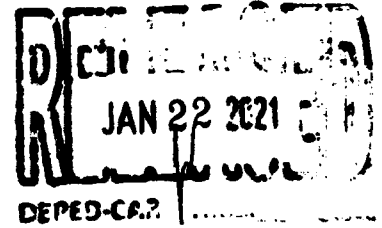




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



January 21, 2021

REGIONAL MEMORANDUM

No. 025.2021

To: Assistant Regional Director
Chiefs, Regional Office Functional Divisions
Schools Division Superintendents
All others concerned

**COMPOSITION OF THE TECHNICAL WORKING GROUP ON THE
ASSESSMENT AND EVALUATION OF INITIATIVES, INNOVATIONS,
CONTINUOUS IMPROVEMENT (CI) PROJECTS, AND OTHER
PROPOSALS GEARED TOWARDS GOVERNANCE OF BASIC EDUCATION**

1. RA 9155 known as Governance of Basic Education Act of 2001 provides among others the improvement of the teaching-learning process and school governance, aligned to the aim of the Department in improving its processes in the implementation of programs, projects and activities (PPAs).
2. To ensure constant monitoring, evaluation and assessment of learning outcomes, the need to quality assure, conduct progress monitoring and evaluation of initiatives and providing technical assistance gearing towards the governance of basic education needs to be improved.
3. With the foregoing, below are the composition of the Technical Working Group (TWG) to ensure effective implementation of innovations, projects and other initiatives. All proposals initiated by regional office employees shall be assessed and validated by the TWG prior to the project/innovation implementation:

PROJECT/INNOVATIONS REVIEW COMMITTEE (PIRC)

- Consultant **ESTELA L. CARIÑO E4D, CESO III**
Regional Director
- Chairperson **FLORANTE E. VERGARA**
Officer-In-Charge
Office of the Assistant Regional Director
- Co-Chairperson **AIDA L. PAYANG**
Chief
Policy, Planning and Research Division



- Vice-Chairperson **MAKSIM A. BOTILAS**
Officer-In-Charge
Quality Assurance Division
- Members **CORNELIA ADACI-DULNUAN**
SAO, ADMIN
- ROSITA C. AGNASI**
EPS, CLMD

PDO IV, ESSD

CRISTINA C. PAQUIT
SAO, FINANCE

ALFREDO B. LANAS
EPS, FTAD

NOVER KEITHLEY S. MENTE
EPS, HRDD

ATTY. VANESSA FLORA
ATTORNEY IV/LEGAL OFFICER

- Secretariat **JOSE LORENZO C. COBARRUBIAS**
ADAS I, QAD
- MELANDRO L. PAYANG**
ADAS I, PPRD

4. Terms of Reference (TORs) of the TWG members shall be issued in a separate memorandum or advisory.
5. Schools Division Offices (SDOs) may adopt this provision according to their context.
6. Enclosed is the template for project proposals for innovations, continuous improvement projects, and other initiatives.
7. For more information, please contact the **Quality Assurance Division (QAD), DepED – Regional Office, Cordillera Administrative Region** at Telephone Number: **422 – 1318 (local 1201)** or email us at: quad.depedcar@gmail.com.
8. Immediate dissemination of this memorandum is desired.


ESTELA L. CARIÑO EdD, CESO III
Regional Director

QAD/MAB/01212021



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Email: car@dened.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

PROPOSED TEMPLATE FOR PROJECT PROPOSALS

A. FORMAT

- Name of Proponent
- Project Title: Sentence summary of the project scope
- Project Time-frame

I. Project Contacts

- List the persons who are involved with the project and can be contacted. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses.

II. Project Summary

- The goal of this section is to present the reasons for doing this project as well as stating the project's objectives. In this section in particular it is very important to write concisely and clearly. Be able to answer the following questions:
 - Why are you doing this project?
 - What will you be doing?
 - How will you be doing it?
 - Who will be doing it?
 - Where will it be done?
 - How long will it take?
 - How much will it cost?

III. Project Background

- Explain what needs/problems you are trying to solve, and why these needs/problems are worth solving. You should also provide a brief setting and history behind the project. This section should be no more than a page. Include references to supporting documentation, such as project design or lay-out. This information can be placed in the index.

IV. Project Objectives

- State explicitly what goals the project is aiming to achieve.

V. Project Methodology

- This section details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach.

A. Work Breakdown and Task Time Estimates

- In this section you should create a detailed project schedule. Make a list of tasks that will be performed for this project, make sure the list is detailed enough and the tasks broken down.

B. Project Deliverables

- Make a list of project “deliverables”. These are the products that will be delivered to the client at the end and throughout the duration of the project. Make sure to include a description of the deliverables.

C. Project Risk Management

- This section details the major project risks and delineates the plans to alleviate or control them. Make sure to address each risk’s likelihood occurring as well as its impact on the project and the clientele.

VI. Project Costs

- In this section you will estimate the overall cost of the project.

A. Project Budget – must be detailed

B. Sources – source of fund should not come from the MOOE fund

VII. Monitoring and Evaluation

- Describe how progress will be evaluated throughout the duration of the project. Formulate clear indicators for objectives and results.

Prepared by:

Project Proponent

Reviewed by: Project/Innovation Review Committee (PIRC)

Recommending Approval:

Assistant Regional Director

Approved:

Regional Director