

2025 INNOVATION FORMAT

Innovation Proposal	Innovation Final Paper
I. Overview	I. Overview
II. Innovation Description	II. Innovation Description
III. Goal Statement	III. Goal Statement
IV. Implementation Procedure	IV. Implementation Procedure
V. Expected Output/Outcomes	V. Output/Outcomes
VI. Sustainability Plan	VI. Reflection
	VII. Sustainability Plan

Template for Final Output/Outcomes

Outputs/Outcomes	Beneficiary/ies	Output Indicators (can be quantitative, qualitative, or both)
Output 1	Beneficiary 1 Beneficiary 2 ...	Change 1
Output 2	Beneficiary 3 ...	Change 2

Signed:

Proponent

Noted:

Immediate Supervisor

Reviewed by:

SDO Innovation Focal Person

Recommending Approval:

Schools Division Innovation Committee (SDIC) Chair

Approved:

Schools Division Superintendent