



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

September 24, 2024

**DIVISION MEMORANDUM**  
**NO. 571, s. 2024**

**CONDUCT OF INNOVATION SHOWDOWN**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. In compliance with the provisions of the 2022-2028 mandate of the Regional Mantra which underscores that every child is a champion, this Office through the Research and Planning Unit of the School Governance and Operations Division (SGOD) will conduct an **Educational Innovation Showdown for SY 2024-2025** on the 2<sup>nd</sup> week of November 2024. The venue will be announced later.
2. This initiative will showcase innovative implementation of basic education services in five (5) categories namely: Curriculum and Instruction Delivery; Policy, Planning, Research, and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, and IPED Programs in schools, districts, and the schools division office.
3. The activity supports the call of one of the four (4) components of the DepEd MATATAG Agenda, that is, to help teachers teach better in terms of innovative, responsive, and inclusive teaching approaches.
4. Teachers, school heads, and other non-teaching personnel are encouraged to engage and participate in this intellectual activity that will produce champions in diverse areas of basic education.
5. Anent this, all 18 districts, 54 secondary and 24 integrated schools are enjoined to conduct their **District Innovation Showdown** in October 2024.
6. The innovation champions of the districts per classification must submit their winning innovation paper/s using the prescribed format to the Division Evaluation Committee which will select the top 5 per classification from among the district winners. Only the top 5 innovators per classification will prepare a 5-minute oral and video presentation which will be one (1) of the bases in identifying the 4<sup>th</sup>, 3<sup>rd</sup>, 2<sup>nd</sup>, and 1<sup>st</sup> runners-up and the Division Innovation Champion of the Year during the Division Educational



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Innovation Showdown. The Division Innovation Champions will be automatically the entries to the Regional Educational Innovation Showdown sometime in December 2024. (Please see the attached implementation strategies and the list of the Division Evaluation Committee.)

7. Involved persons are entitled to service credits by DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per the Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
8. Expenses incurred relative to the conduct of this activity shall be charged against the Division and School MOOE Funds, subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.

For the Schools Division Superintendent:

**LUZ U. BANSON EdD, CESE**

OIC, Office of the Assistant Schools Division Superintendent  
In-charge of the Division 

Enclosure: As Stated  
Reference: As stated

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

INNOVATION

SHOWDOWN

BASIC EDUCATION



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Enclosure to Division Memorandum No. 571 s. 2024

**UPDATED GUIDELINES IN THE EDUCATIONAL INNOVATION SHOWDOWN IN  
REGION VI-WESTERN VISAYAS**

**I. Rationale**

The Universal Declaration of Human Rights (1948) stipulates that "Everyone has the right to education." It is also supported by the International Covenant on Economic, Social and Cultural Rights (1966), the Convention on the Elimination of Discrimination Against Women (1979), and the Convention on the Rights of the Child (1989), later on Education For All (EFA) goals were adopted for the attainment of the Millennium Development Goals. Education for All (EFA) is initiated to benefit every citizen in every society for education. Specifically, EFA would expand and improve comprehensive early childhood care and education, especially for the most vulnerable and disadvantaged children; ensure that by 2015 all children, particularly girls, those in difficult circumstances, and those belonging to ethnic minorities, have access to and complete, free, and compulsory primary education of good quality; ensure that the learning needs of all young people and adults are met through equitable access to appropriate learning and life-skills programs; and finally, improve all aspects of the quality of education and ensure the excellence of all so that recognized and measurable learning outcomes are achieved by all, especially in literacy, numeracy and essential life skills.

Recently, DepEd launched the MATATAG Agenda summarized below:

- MA.ke the curriculum relevant to produce competent and job-ready, active, and responsible citizens;
- TA.ke steps to accelerate delivery of basic education facilities and services;
- TA.ke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment; and
- Give support to teachers to teach better.

Hence, anchored to the above underpinnings, the Office has crafted the 2023-2028 Regional Education Development Plan and initiated the development of the regional mantra focusing on championing every learner in the region especially the ALS, SPED, and IPed learners.

To realize the desired outcomes of the regional mantra, all personnel and stakeholders shall contribute meaningfully to the implementation of the programs and projects that are built through gains of strategic planning and visioning. In the implementation of the assumed program deliverables the



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schools and offices shall undertake various innovations that may be derived from research outputs, monitoring and evaluation results, and consultations.

These innovations, in the form of products, services, or processes, will provide better opportunities and are crucial for the learning development as well as in optimizing school operations. Innovations can help solve educational issues, improve practices, and set standards among school institutions. The application of such innovative practices would empower program implementers and school leaders in seeking new perspectives of educational practices that will benefit learners to become lifelong learners.

Anent this, to promote the culture of excellence in the region, this Office will strengthen the implementation of educational innovation which will showcase the best practices across governance levels and sectors. Likewise, this endeavor will recognize exemplary performances of innovators in school divisions offices and regional office.

Through the strengthening of the educational innovation, every learner is envisioned to become a champion as the department's personnel are champions in innovating delivery of instruction and operations.

## II. Implementation Strategies

### A. Innovation Showdown

#### 1. Eligible Participants and Classifications

This educational innovation showdown is open to all **permanent public school personnel** and **private school personnel** in the region who had implemented an innovation under the different innovation categories stated below **which was not previously presented in any governance level showdown**. The innovation paper of the participating innovator/s has been duly recommended and approved for the selection process.

Classifications	Concerned personnel
<b>Teaching</b>	Teachers and Master Teachers (maximum of three innovators per innovation)
<b>Teaching-Related</b>	Head Teachers, Asst. Principals, Principals, PSDS, EPS II, SEPS, EPS, CES (maximum of two innovators per innovation)
<b>Non-Teaching</b>	All other personnel in the School, District or Division (maximum of two innovators per innovation)





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<b>Farm School Implementer</b>	Teaching, Teaching-related, and Non-teaching personnel (maximum of three innovators per innovation)
<b>Private School Implementer</b>	Teaching, Teaching-related, and Non-teaching personnel (maximum of three innovators per innovation)
<b>Regional Office Personnel</b>	Permanent personnel in the functional divisions and units (maximum of three innovators per innovation)

**2. Educational Innovation Category**

Innovation paper submitted shall be qualified for the **Innovation Showdown** selection if it falls under any of the following categories:

Categories	Specific Areas
Curriculum and Instruction Delivery	Contextualization, Assessment, Learning Materials, Learning Modalities
Policy, Planning, Research, & Governance	Data Management, Monitoring & Evaluation, Research, Policy Implementation, Financial & Resources Management, Program Management, School Administration and Leadership
Learning Environment Improvement	Learning Facilities, ICT, Stakeholders Engagement & Partnership, DRRM, Child Protection, GAD, Health & Sanitation, Inclusiveness, Learning Resources
Human Resource Development	Hiring Process, Career Development, Welfare, Performance Assessment, Recognition, Training Programs
ALS, SPED, & IPEd Programs	Instruction, Curriculum, Assessment, Social Welfare, Access to Education, Cultural Preservation, Skills Empowerment, Values Formation, Community Involvement
Farm Schools (for farms school implementers only)	Agri-fishery sustainability, community development, related-career skills development, entrepreneurial skills development, poverty reduction, curriculum contextualization, learning materials development, partnership and linkages, monitoring and evaluation, product development



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### 3. Evaluation Committee per Governance Level

Each governance level shall organize an evaluation committee to appraise the qualified innovation paper. The number of committee members shall be decided at the governance level in compliance to the following composition of evaluators:

District Level	Division Level	Regional Level
PSDS	SDS/ASDS/s	RD/ARD
School Heads	SGOD Chief/Personnel	Selected Chiefs
PTA Representative	CID Chief/Personnel	Selected EPSs
External Evaluator	LGU/External Evaluator/s	External Evaluator/s
Designated Innovation Focal Person	Designated Innovation Focal Person	Designated Innovation Focal Person

### 4. Evaluation Criteria

Indicators	Standard Rating Description	Weight
<b>A. Innovation</b>	<i>Exhibits the following features:</i>	<b>70%</b>
<i>Significance</i>	<ul style="list-style-type: none"><li>• Provides valuable impact to learners, personnel, stakeholders, and educational system or processes</li><li>• Promotes access, equity, quality, resiliency and well-being and support governance in the basic education</li></ul>	10%
<i>Quality</i>	<ul style="list-style-type: none"><li>• Materials used, products, services, and processes meet maximum standards</li><li>• Safe, flexible, replicable, and eco-friendly</li></ul>	10%
<i>Practicality</i>	<ul style="list-style-type: none"><li>• Addresses the perceived issues or problems in the educational context</li><li>• Responds to the emerging educational needs</li></ul>	10%
<i>Optimality</i>	<ul style="list-style-type: none"><li>• Maximizes school/office resources</li><li>• Promotes productivity</li><li>• Create efficiency in school/office operation</li></ul>	10%
<i>Usability</i>	<ul style="list-style-type: none"><li>• User-friendly or easy to manage/use</li></ul>	10%
<i>Relevance</i>	<ul style="list-style-type: none"><li>• Relevant or contributory to the attainment of the Department's Vision, Mission, and Goals and Regional Mantra</li></ul>	10%
<i>Sustainability</i>	<ul style="list-style-type: none"><li>• Delivers long-term social environmental, and economic benefits to the learning institution and community</li><li>• Involves stakeholders and potential partners</li></ul>	10%





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<b>B. Innovation Presentation</b>	<i>Exhibits the following features:</i>	<b>25%</b>
	• The presenter is highly confident, with excellent communication skills, and knowledgeable of the innovation	<b>15%</b>
	• Video and Presentation material is comprehensive, substantial, and has creative graphical presentation	<b>10%</b>
<b>C. Innovation Paper</b>	<i>Exhibits the following features:</i>	<b>5%</b>
	• Adherent to the prescribed format	<b>1%</b>
	• Technically and grammatically correct	<b>2%</b>
	• Comprehensive and substantial	<b>2%</b>
<b>Overall Score</b>		<b>100%</b>

**5. Selection of Winning Innovation per Governance Level**

<b>District Level</b>	<b>Division Level</b>	<b>Regional Level</b>
<p>The participating innovator/s shall submit a duly signed innovation paper (see format) to the evaluation committee.</p> <p>The qualified innovation paper shall be presented during the District/Division Innovation Showdown.</p> <p>The innovation shall be judged using the attached criteria.</p> <p><i>Innovations from the Schools Division Office shall be selected within the Office and the winner per classification shall represent in the Division Level selection.</i></p>		<p>The Division Champions per classification shall submit a <b>duly signed innovation paper</b> (see format), <b>5-minute recorded powerpoint presentation</b> and <b>5-minute video presentation</b> to the regional evaluation committee and shall be presented during the <b>pre-innovation showdown</b>.</p>
<p>The Top 5 winners per classification will be selected and awarded as:            4th Runner-up            3rd Runner-Up            2nd Runner-Up            1st Runner-Up  <b>Champion</b>  <b>District Innovator/s of the Year</b></p>	<p>The Top 5 winners per classification will be selected and awarded as:            4th Runner-up            3rd Runner-Up            2nd Runner-Up            1st Runner-Up  <b>Champion</b>  <b>Division Innovator/s of the Year</b></p>	<p>The Top 5 innovation qualifiers per classification will be selected by the Regional Evaluation Committee for the Regional Innovation showdown.</p>



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The champion innovator/s per classification shall represent the district in the Division Innovation Showdown.	The champion innovator/s per classification shall represent the division in the regional pre-selection level.	The Top 5 innovations per classification will be subjected to a 5-10 minute panel interview by selected judges during the Regional Innovation Showdown and will be awarded as:  4th Runner-up 3rd Runner-Up 2nd Runner-Up 1st Runner-Up <b>Champion</b> <b>(Regional Innovator/s of the Year)</b>
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#### 6. Selection of Most Sustained Innovation

Each Schools Division Office shall select 1 winner for the most sustained innovation among the submitted innovations during the previous division innovation showdown. The Means of Verifications (MOVs) of the most sustained innovation winner shall be subject to the monitoring of the Schools Division Office and Regional Office. The evaluation committee shall disseminate criteria for the selection of winner.

#### 7. Educational Innovation Paper Outline

Name of Innovator/s:  
Title of Innovation:  
Classification:  
Category:  
School/Office, District, Division:  
Inclusive Date of Implementation:

##### Overview

- states the perceived problems and the reasons/ effects for solving those problems (may include literature and statistics)
- states how the innovation will resolve the problems stated
- states the relevance of the innovation to the Department's Vision, Missions, and Goals and Regional Mantra

##### Innovation Description

- Describes explicitly the innovation
- States how the innovation works
- May Include design/layout





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**Goal Statement**

*-States the goals and objectives to be achieved by the innovation*

**Implementation Procedure**

- A. Conceptualization Activities-*presents the conceptualization, consultation, and validation activities*
- B. Process Flow/Framework
- C. Project Management-*discusses the management processes and the persons involved and their corresponding roles*
- D. Timeline-*outlines the duration of the implementation stages (pre- implementation, implementation stage, and post implementation)*
- E. Resource Utilization-*states the source of resources and the process of utilization in the making and managing the innovation*
- F. Risks and Issues Management-*identifies potential risks and issues encountered during the implementation and the action taken to mitigate or eliminate the impact to the target output/outcomes*
- G. Progress Monitoring-*states the process, persons involved, and tool used in monitoring the implementation and outcomes of the innovation*

**Output/Outcomes**

Outputs/Outcomes (Enumerate the outputs or outcomes produced from this innovation)	Beneficiary/ies (who benefited the corresponding outputs or outcomes)

**Sustainability Plan**

- states future actions to be done to sustain the implementation*
- states further improvement/enhancement plans to be done for better outcomes*
- projects the desirable outcomes of continuing the innovation*

*(Note: Paper Size-A4, Font Style-Arial, Font Size-11, Alignment-Justified, Spacing-Single)*



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Prepared by:

\_\_\_\_\_  
(Innovator/s)

Recommending Approval:

\_\_\_\_\_  
(School Head)

Approved:

\_\_\_\_\_  
(District Supervisor/Chief Education Supervisor)

**References (if any)**

-List all references cited in the paper using the APA format

**Mode of Verifications (MOVs)**

-attach all documents/pictures needed for verification

**8. Timeline of Selection**

District Level	Division Level	Regional Level
September	October – 1 <sup>st</sup> -2 <sup>nd</sup> week of November	Pre-evaluation of the Regional Evaluation Committee <b>3<sup>rd</sup> – 4<sup>th</sup> week of November</b>  Regional Innovation Showdown <b>December</b>

**B. Monitoring and Evaluation**

The designated innovation focal person per governance level shall monitor the implementation of the innovation showdown in adherence to the guidelines and assist the representation of the winners to the higher governance level selection.

To ensure the sustainability of educational innovations in the region, the Policy, Planning and Research Division (PPRD) shall monitor the previously recognized innovations in coordination with the Schools Division Innovation Focal Person and provide technical assistance as necessary.

Queries on these updated guidelines shall be addressed to Policy, Planning and Research Division (PPRD) of this Office through the email address [region6.pprd@deped.gov.ph](mailto:region6.pprd@deped.gov.ph) or at Telephone No.: (033) 5033095.





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**Program Matrix and Timeline  
Conduct of Innovation Showdown**

<b>1<sup>st</sup> to 4<sup>th</sup> week of October 2024</b>	<b>District Innovation Showdown</b>
<b>November 4-6, 2024</b>	<b>Submission of Innovation Papers of District Winners to the Division</b>
<b>November 7,8 &amp;11, 2024</b>	<b>Evaluation of Innovation Papers of District Winners in the Division</b>
<b>November 13-15, 2024</b>	<b>Preparation of Contestants for the Division Innovation Showdown</b>
<b>November 20, 2024</b>	<b>Division Innovation Showdown</b>



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**List of Management Team, Division Evaluation Committee, Quality Assurers and Facilitators**

<b>Roles</b>	<b>Persons Involved</b>
<b>Over-all Lead</b>	<b>Miguel Mac D. Aposin EdD, CESO V</b> Schools Division Superintendent  <b>Luz U. Banson EdD, CPA, MPA</b> OIC-Assistant Schools Division Superintendent
<b>Program Managers</b>	<b>Edna B. Azcarraga PhD</b> OIC-Office of the SGOD Chief  <b>Segundina F. Dollete EdD</b> Chief- Curriculum Implementation Division  <b>Marggie A. Obligacion PhD</b> Senior Education Program Specialist Division Innovation Focal Person

**Division Evaluation Team, Tabulators, Facilitators, and TWG**

<b>Name</b>	<b>Position/Designation</b>
<b>Sephora M. Roldan EdD</b>	<b>EPS</b>
<b>Alan Vincent Altamia</b>	<b>EPS</b>
<b>Edwin Jason Duenas EdD</b>	<b>EPS</b>
<b>Ronie B. Reteracion</b>	<b>EPS</b>
<b>Lalain Delos Santos</b>	<b>PSDS</b>
<b>Emmanuel Lati</b>	<b>IT Officer</b>
<b>Board of Tabulators</b>	
<b>Elenia B. Baranda</b>	<b>EPS</b>
<b>Estela V. Fano EdD</b>	<b>P-II</b>
<b>Immaculada J. Amores EdD</b>	<b>SEPS</b>
<b>Rowena F. Luza</b>	<b>HT VI</b>
<b>QAME Associate</b>	
<b>Ronald D. Dile</b>	<b>SEPS- SM &amp; E</b>
<b>Secretariat, Documenter, Certificates</b>	<b>Jennifer Catalan-P-II</b> <b>Cecile Ortencio- PII</b> <b>Roberto Naelgas- HTIII</b> <b>Rodnie Wicas</b> <b>Zandie Ponce</b> <b>Jamie Rose Magsila</b>