



Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION  
DIVISION OF SULTAN KUDARAT  
RECORDS SECTION

**RELEASED**

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By: [Signature]  
18 SEPTEMBER 2024

**DIVISION MEMORANDUM**

CID-IMS No. 71 s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 37 SERIES OF 2024**  
**RE: CLARIFICATION ON THE GUIDELINES AND CRITERIA FOR PROMOTION**  
**TO MASTER TEACHER POSITIONS**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Secondary School Principals  
Integrated School Administrators  
This Division

1. In reference to Division Memorandum No. 37 series of 2024 regarding the guidelines and criteria for promotion to Master Teacher positions, additional information are specified as follow:

a. Item A. No. 4: Income Generating Project. A detailed *Template (Annex 1)* is provided for uniformity.

b. Item B and C: Subject Coordinatorship/Grade Chairmanship, Special Committee Chairmanship. Each coordinatorship/chairmanship shall be given 4 points but not to exceed 12 points.

2. All other provisions cited in the said Division Memorandum are still enforced.

3. For further inquiries regarding this addendum, concerned may contact the Division Personnel Selection Board (PSB) Chair at email: [meilrose.peralta@deped.gov.ph](mailto:meilrose.peralta@deped.gov.ph).

4. For information and wide dissemination.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Encl/s.: Annex 1: Template for an Income-Generating Project (IGP) in School  
References: MEC Order 10, s. 1979 and Division Memo No. CID-IMS 37, series of 2024  
To be indicated in the Perpetual Index under the following subjects:

**ADDENDUM                      MASTER TEACHER                      PROMOTION                      TEMPLATE**

ADD/CID\_IMS/OM-2021 Template of Income Generating Project (IGP) v2r0.0e01.08.21/April 19, 2021



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Telephone No.: (064) 471 1007  
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**Annex 1: Template for an Income-Generating Project (IGP) in School**

This template provides a comprehensive framework for developing and implementing an income-generating project (IGP) within a school setting. It incorporates key elements essential for success, including project planning, implementation, monitoring, and evaluation.

**I. Project Summary Information**

- **Project Title:** [Insert a concise and descriptive title for your project]
- **Proponent:** [Name of the individual or group responsible for the project]
- **Address/Project Site:** [Specify the location where the project will be conducted]
- **Contact Persons:** [Provide contact details for project inquiries]
- **Number of Beneficiaries:** [Estimate the number of students or school community members who will benefit from the project]
- **Total Project Cost:** [Provide a detailed breakdown of estimated expenses]
- **Source of Funds:** [Identify the primary sources of funding for the project]

**II. Rationale**

- **Explain the need for the project:** Clearly articulate the problem or opportunity that the IGP aims to address.
- **Highlight the benefits for the school:** Describe how the project will improve students' academic performance, classroom structuring, school facilities, resources, or educational opportunities.
- **Emphasize the positive impact on students:** Explain how the project will benefit students directly, such as supplying learning materials, providing school supplies, enhancing learning experiences, or fostering entrepreneurial skills.

**III. Project Objectives**

- **General Objective:** [State the overall goal of the project in a broad and overarching manner]
- **Specific Objectives:** [Outline specific, measurable, achievable, relevant, and time-bound (SMART) objectives that contribute to the general objective]

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#### IV. Project Description

- **Provide a detailed overview of the project:** Explain the nature of the project, the products or services to be offered, and the target market.
- **Describe the production process:** Outline the steps involved in creating or delivering the project's offerings.
- **Explain the marketing strategy:** Describe how the project will reach its target market and promote its products or services.
- **Discuss the project's sustainability:** Explain how the project will be maintained and operated over time to ensure long-term success.
- **Explain the participation of the students in the project:** Describe how the students participate in all stages of the project, from planning to implementation and evaluation. This will foster their entrepreneurial skills and sense of ownership.
- **Provide a detailed community partnerships:** Explain how the proponent will collaborate with local businesses, organizations, or individuals to support the project and provide resources. (If applicable)
- **Promote the project within the school:** Outline the steps on how to promote and use various channels to raise awareness about the project that will encourage student and staff participation.
- **Discuss the importance of this project for students and the school.** Elaborate on what led you to choose this project. Does this IGP align with the needs of the students and the school?

#### V. Mechanics and Implementation

- **Pre-Implementation:** Outline the preparatory steps required before launching the project, including securing resources, training personnel, and establishing partnerships.
- **During Implementation:** Detail the operational procedures and activities during the project's execution, including production, marketing, sales, and financial management.
- **Post-Implementation:** Describe the steps to be taken after the project's completion, including evaluating results, making adjustments, and ensuring sustainability.

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#### VI. Expected Output

- **Production Capacity and Expected Outputs:** Estimate the volume of products or services the project can produce or deliver.
- **Projected Summary of Gross Sales of Products:** Forecast the anticipated revenue from the project based on market demand and pricing strategies.

#### VII. Work Plan of Activities

- **Major Activities and Persons Responsible:** List the key tasks or activities involved in the project and their Roles in each activity.
- **Time Frame or Duration:** Establish a timeline for each activity, specifying start and end dates or durations.

#### VIII. Budgetary Requirements

- **Production Costs:** Detail the expenses related to producing the project's offerings.
- **Equipment, Supplies, Tools, and Implements:** List the necessary equipment and materials, including their costs.
- **Administrative Expenses:** Include costs for monitoring, evaluation, training, and financial record-keeping.

#### IX. Project Operational Description

- **Market:**
  - **Product Description:** Provide a detailed description of the products or services offered.
  - **Target Market:** Identify the specific group of customers the project aims to reach.
  - **Price and Pricing:** Determine the pricing strategy for the products or services.
  - **Terms of Sale:** Outline the terms of payment and delivery.
  - **Projected Sale Volume:** Estimate the anticipated sales volume based on market research and projections.
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- **Technical:**

- **Project Location:** Specify the location where the project will be conducted.
- **Production Capacity and Expected Output:** Estimate the project's production capacity and anticipated output.
- **Technical Production Processes:** Describe the technical procedures involved in creating or delivering the project's offerings.
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- **Organization and Management:**

- **Project Organization and Management Structure:** Outline the organizational structure and responsibilities of individuals involved in the project.

- **Financial:**

- **Capital Requirement:** Estimate the total capital needed to initiate and operate the project.
- **Source of Funds:** Identify the primary sources of funding for the project.
- **Investment Cost:** Detail the costs associated with acquiring equipment, materials, and other necessary resources.
- **Projected Income Statement:** Develop a projected income statement to forecast the project's financial performance.

## **X. Monitoring and Evaluation**

- **Establish a monitoring system:** Define the methods and procedures for tracking the project's progress and performance.
- **Develop evaluation criteria:** Set clear criteria for assessing the project's effectiveness and impact.
- **Conduct regular monitoring and evaluation:** Implement a schedule for monitoring and evaluating the project's progress and outcomes.

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**XI. Conclusion**

- **Summarize the project's key points:** Provide a concise overview of the project's objectives, implementation plan, and expected outcomes.
- **Discuss the project's potential for success:** Highlight the project's strengths and its potential for achieving its objectives.
- **Address potential challenges and solutions:** Acknowledge any potential challenges and outline strategies for mitigating them.

**XII. Appendices**

- **Include supporting documents:** Attach relevant documents such as market research reports, financial projections, and training materials.

Prepared by:

(Signature over printed name of the Proponent)

Date: \_\_\_\_\_

APPROVED:

(Signature over printed name of the School Head)

Date: \_\_\_\_\_

NOTED:

**ARNULFO D. DINERO, EdD.**

EPS – Division IGP Coordinator

Date: \_\_\_\_\_

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