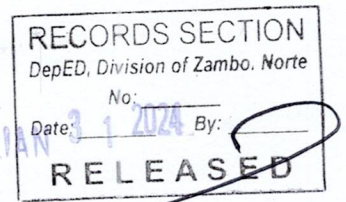




Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



**Office of the Schools Division Superintendent**

January 31, 2024

Division Memorandum  
 No. 73, s. 2024

**GUIDELINES ON SCHOOL INCOME GENERATING PROJECT (IGP)**

To: Public Schools District Supervisors  
 Public School Administrators  
 Public School Teaching and Non-Teaching Personnel  
 This Division

1. Republic Act 9155, also known as the Governance of Basic Education Act of 2001, provides for the empowerment of school officials to take initiatives toward improving the quality of basic education. Through this mandate, teaching and non-teaching personnel are encouraged to introduce new and/or innovate practices, procedures and processes to achieve higher learning outcomes.
2. Along this line, the Schools Division Office (SDO) recognizes the significant contribution of Income Generating Project (IGP) as a form of resource mobilization mainly designed to raise funds to finance school program or project.
3. Anent this, the SDO hereby requires the submission of school IGP Proposal at least one (1) month before the (start of) implementation for approval of the Schools Division Superintendent (SDS). The proponent of the school IGP may use the approved school IGP for item reclassification and/or promotion.
4. Moreover, the SDO requires the submission of the IGP Completion Report not later than one (1) month after the conclusion of the project.
5. For uniformity, the SDO provides the enclosed templates/formats, to wit:  
 Enclosure No. 1. Income Generating Project Proposal  
 Enclosure No. 2. Income Generating Project Completion Report
6. Finally, the SDO directs the uploading of approved school IGP proposal and completion report through the link <https://www.depedzn.net/link/igp>.
7. For inquiries and clarification, please contact SEPS Jessie E. Elacan through email [jessie.elacan@deped.gov.ph](mailto:jessie.elacan@deped.gov.ph) or mobile no. 0908 875 9854
8. For information, compliance and widest dissemination.

For the Schools Division Superintendent:

**RAYMOND M. SALVADOR CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge

SGOD-SMN/JEE/Guidelines on IGP/DM001-2022/01302024



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 E-mail: [zn\\_division@deped.gov.ph](mailto:zn_division@deped.gov.ph)  
 FB: DepEd Tayo-Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843  
 Website: [www.depedzn.net](http://www.depedzn.net)



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Enclosure No. 1

**INCOME GENERATING PROJECT PROPOSAL**

**A. PROJECT INFORMATION**

Project Title :  
 Proponent/s & Position :  
 Project Location :  
 Project Duration :  
 Number of Recipients :  
 Project Cost :  
 Source of Funding :

**B. RATIONALE.**

**C. OBJECTIVES.**

**D. PROCEDURE.**

**E. PLAN OF ACTIVITIES.**

**F. MONITORING AND EVALUATION.**

**G. PROJECT IMPACT.**

**SIGNATORIES**

**Prepared:**

**Reviewed/Attested:**

Proponent

School Head

**Recommending Approval**

**APPROVED**

SGOD Chief

SCHOOLS DIVISION SUPERINTENDENT



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Enclosure No. 2

**INCOME GENERATING PROJECT COMPLETION REPORT**

**A. PROJECT INFORMATION**

Project Title :  
Proponent/s & Position :  
Project Location :  
Project Duration :  
Number of Recipients :  
Project Cost :  
Source of Funding :

**B. RATIONALE.**

**C. OBJECTIVES.**

**D. PROCEDURE UNDERTAKEN.**

**E. ACTIVITIES CONDUCTED.**

**F. KEY RESULTS, FINDINGS AND RECOMMENDATION.**

**G. PICTORIALS.**

**Prepared:**

**Reviewed / Attested:**

Proponent

School Head

**NOTED**

SGOD Chief



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