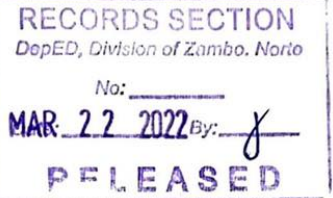




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 108, s. 2022

To: Public Schools District Supervisors  
Public School Administrators  
Public School Partnership Coordinators  
This Division

From: **VIRGILIO P. BATAN JR. EdD., CESO VI**  
Schools Division Superintendent

Subject: **GUIDELINES ON SCHOOL INCOME GENERATING PROJECT**

Date: March 17, 2022

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).
4. The proponent may use the approved IGP for reclassification and/or promotion.
5. Likewise, the SDO requires the submission of the IGP Completion Report not later than one month after the conclusion of the project through email at [znsocmob@gmail.com](mailto:znsocmob@gmail.com) and through the assigned Activity Completion Report link per district provided under Division Memorandum No. 31, s. 2021.
6. For uniformity, all IGP documents must strictly observe the following enclosed templates/formats:  
Enclosure No. 1. Income Generating Project Proposal  
Enclosure No. 2. Income Generating Project Completion Report
7. For information, compliance and widest dissemination.

SGOD-SMN/JEE/2022GuidelinesonIGP2/DM002-2022/03212022

[Signature]

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100  
Tel No.: (065) 212-5843  
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"Be and Do Much Better Each Day  
with a  
Sense of Urgency"



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

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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/CID Chief

SCHOOLS DIVISION SUPERINTENDENT

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N-avigating  
O-pportunities to  
R-e-engineer for  
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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/CID Chief

