Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
DepED, Division of Zambo. Norte
Date: AUG 05 2026 No.
By:
RELEASED

Office of the Schools Division Superintendent

August 4, 2026

DIVISION MEMORANDUM
No. 407, s. 2026

COMPOSITION OF THE SCHOOLS DIVISION INNOVATION COMMITTEE (SDIC)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to ***Regional Memorandum No. 534, s. 2024***, entitled ***Regional Innovation Management Guidelines (RIMG),*** this Office hereby establishes the Schools Division Innovation Committee (SDIC) to institutionalize innovation management as an integral component of organizational excellence and continuous improvement within the Schools Division. The Committee shall serve as the primary mechanism for fostering a culture of innovation by providing strategic direction and oversight in the development, documentation, validation, evaluation, adoption, scaling, monitoring, and recognition of innovative programs, projects, processes, products, and services that enhance governance, instructional delivery, operational efficiency, and the quality of basic education services. Accordingly, the composition of the Schools Division Innovation Committee is hereby prescribed as follows:

Chairperson	**ZYHRINE P. MAYORMITA, EdD.** Assistant Schools Division Superintendent
Co-Chairs	**GRACE T. DELA CRUZ** OIC, Chief Education Supervisor Curriculum Implementing Division **ERVIE A. ACAYLAR** Chief Education Supervisor Schools Governance & Operations Division (SGOD)
Adviser:	**MAJARANI M. JACINTO EdD., CESO V** Schools Division Superintendent

Members:	**VICENTE RAMON V. SUAREZ II** Senior Education Program Specialist Planning and Research **MARY ANTONIETTE E. WAHING** Education Program Supervisor Schools Governance and Operations Division Education Program Supervisor CID (based on specialization) **WILSON H. INDING** SEPS, SMME Schools Governance and Operations Division **By Invitation**: Legal Officer, and /or Program Owner
Secretariat	**ROBERT I. POCULAN III** SEPS, HRDS School Governance and Operations Division **GIPAREL B. ELUMBA** Planning Officer III School Governance and Operations Division **MA. KRISTINE Z. RAGAY** Registrar I School Governance and Operations Division **JED A. NIEVES** EPS II, SMME School Governance and Operations Division

2. The Schools Division Innovation Committee (SDIC) shall perform the following roles and responsibilities:

   2.1 Guide innovation projects that focus on key improvement areas within the division
   2.2 Establish partnerships with academic institutions, government agencies, and other DepEd offices for innovation projects
   2.3 Evaluate the completed innovation report and the proposal submitted to the office based on the accomplished SET-I and SET-IP.

2.4 Issue a letter of approval/disapproval of the innovation proposal
2.5 Review progress reports and provide feedback.
2.6 Offer technical support to proponents during the implementation of their innovations
2.7 Resolve any issues that arise in the management and implementation of innovations
2.8 Validate the outcome and impact of innovations
2.9 Recommends the issuance of a Certificate of Completion of an innovation
2.10 Consolidate reports from schools on all innovations
2.11 Report to the Division Executive Committee on the approved innovations
2.12 Organize a division-level innovation summit

3. The Schools Division Innovation Committee Secretariat will deliver the following:
   a. Organize, manage, and record the committee meetings.
   b. Pre-evaluate the completeness of innovation reports and proposals to ensure that they meet the submission deadlines.
   c. Endorse completed innovation reports and proposals to SDIC.
   d. Support SDIC members in recommending innovations and proposals for approval based on compliance with criterion items in SET-I and SET-IP.
   e. Coordinate with academic institutions and other agencies regarding the implementation of the innovation.
   f. Provide technical support to proponents during the implementation of their innovations.
   g. Monitor adherence to the innovation in the development and implementation plan
   h. Validate the outcome and impact of innovations
   i. Compile periodic reports on the progress and accomplishments related to the division innovations
   j. Process the issuance of Certificate of Completion of an innovation
   k. Provide all necessary administrative support to SDIC

4. For information, guidance and compliance.

MAJARANI M. JACINTO EdD., CESO V
Schools Division Superintendent