



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 29, 2026

Division Memorandum
No. 358, s. 2026

**ADOPTION OF THE INNOVATION APPRAISAL TOOL FOR THE EVALUATION OF
EDUCATIONAL INNOVATION PROPOSALS IN THE SCHOOLS DIVISION OF AKLAN**

**To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior/ Education Program Specialists
Public Schools District Supervisors/ Principals/ Head Teacher-in-
Charge of the Districts
School Heads of Public Schools
All Others Concerned**

1. In accordance with Regional Memorandum No. 73, s. 2022 titled "*Revised Guidelines in the Institutionalization of Educational Innovation in Region VI–Western Visayas*," the School Governance and Operations Division–Planning and Research Section (SGOD-PRS) of the Schools Division Office of Aklan has developed the **Innovation Appraisal Tool**, which is hereby adopted for division-wide implementation.
2. The Innovation Appraisal Tool shall be utilized by Division, District and School Innovation Committee in the Division of Aklan in the systematic evaluation, appraisal, and quality assurance of all educational innovation proposals submitted within the Schools Division of Aklan.
3. This division-wide adoption of the Innovation Appraisal Tool is designed to:
 - a) Guide innovators in the development and refinement of their innovation proposals by providing clear standards, expectations, and quality indicators that will serve as reference in crafting relevant, feasible, and impactful educational innovations;
 - b) Standardize the evaluation and appraisal process of educational innovation proposals across all schools and governance levels;
 - c) Ensure the authenticity, originality, and value creation of all submitted innovations;
 - d) Strengthen the technical review and quality assurance mechanisms for innovation proposals prior to implementation;
 - e) Provide clear and objective criteria for evaluating feasibility, relevance, and impact of innovations; and
 - f) Promote a culture of continuous improvement, creativity, and evidence-based innovation in the Schools Division of Aklan.
4. Enclosure A contains the Innovation Appraisal Tool, developed by SGOD-PRS, which shall serve as the official instrument in the evaluation of all educational innovation proposals within the division and the soft copy is available via this link <https://acesse.one/yetbge3>

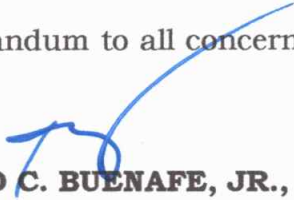


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5. Immediate and wide dissemination of this memorandum to all concerned is highly encouraged.


FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects

RESEARCH/STUDIES

EVALUATIONS

MONITORING

/MJDL



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INNOVATION PROPOSAL APPRAISAL TOOL

Based on RM 753, s. 2022, entitled “Revised Guidelines in the Institutionalization of the Educational Innovation in Region VI- Western Visayas

Title of Innovation: _____

Innovator(s): _____

School/Office: _____

District: _____

I. OVERVIEW AND RATIONALE (15 Points)

Indicators	Weight	Rating	Remarks
1. The problem or gap is clearly identified and described.	3		
2. The problem is supported by relevant data, statistics, reports, or research findings.	3		
3. The causes, effects, and implications of the problem are adequately discussed.	2		
4. The innovation is clearly linked to the identified problem.	3		
5. Alignment with DepEd Vision, Mission, Core Values, Goals, and Regional/Division priorities is evident.	2		
6. The rationale establishes the significance and urgency of the innovation.	2		

Subtotal: _____ / 15

II. INNOVATION QUALITY AND NOVELTY (25 Points)

Indicators	Weight	Rating	Remarks
1. The innovation presents a new or significantly improved product, process, strategy, service, or system.	4		
2. The innovation demonstrates originality and is not merely a repackaging, renaming, or routine implementation of existing programs.	4		
3. The innovation provides clear value-added benefits compared with existing practices.	3		
4. The innovation addresses gaps not adequately resolved by current interventions.	3		
5. The innovation demonstrates creativity in design, implementation, or resource utilization.	2		
6. Evidence of benchmarking, literature review, environmental scanning, or prior	2		



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7. Funding source and budget considerations are indicated.	2		
8. Risks and mitigation measures are clearly identified.	3		
9. Monitoring and evaluation mechanisms are clearly described.	3		
10. Sustainability plan beyond the project period is presented.	3		

Subtotal: _____ / 15

VI. PROPOSED OUTPUTS, OUTCOMES, AND IMPACT (10 Points)

Indicators	Weight	Score	Remarks
1. The proposed outputs and expected outcomes are clearly defined, realistic, and aligned with the innovation objectives.	3		
2. Beneficiaries are clearly identified and appropriately matched with the intended outputs and outcomes	2		
3. The proposal presents a logical cause-and-effect relationship between activities, outputs, outcomes, and expected impact.	3		
4. Appropriate qualitative and quantitative indicators are identified to measure success and progress.	2		
5. The proposed impact on learners, teachers, schools, or stakeholders is clearly articulated and contextually relevant.	3		
6. The proposal includes a clear plan for data sources, documentation, or monitoring evidence to support future evaluation.	2		

Subtotal: _____ / 10

Over-all Comment/ Recommendation/Suggestion:

Evaluated by:

Name and Signature
(Position/ Designation)

Date: _____



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practice review is presented to establish uniqueness.			
7. The innovation demonstrates potential for replication, scaling, or institutionalization.	2		

Subtotal: _____ / 25

III. INNOVATION DESCRIPTION (25 Points)

Indicators	Weight	Score	Remarks
1. The innovation is clearly and comprehensively described.	3		
2. The mechanics and operational procedures are clearly explained.	3		
3. A visual representation (prototype, model, layout, diagram, or framework) is provided.	2		
4. Materials, tools, technologies, or resources utilized are identified.	2		
5. Distinct features and advantages over existing practices are clearly articulated.	3		
6. The innovation is feasible and practical within the intended context.	2		

Subtotal: _____ / 25

IV. GOALS AND OBJECTIVES (10 Points)

Indicators	Weight	Score	Remarks
1. The general objective is clearly stated.	2		
2. Specific objectives are measurable, achievable, and realistic.	3		
3. Objectives are aligned with the identified problem and intended outcomes.	3		
4. Success indicators or performance measures are identified.	2		

Subtotal: _____ / 10

V. IMPLEMENTATION PROCEDURE AND MANAGEMENT (15 Points)

Indicators	Weight	Score	Remarks
1. Evidence of conceptualization, consultation, validation, and stakeholder engagement is presented.	3		
2. A clear implementation framework or process flow is provided.	3		
3. Roles and responsibilities of implementers are clearly defined.	2		
4. Project management mechanisms are adequately discussed.	2		
5. Timeline covers pre-implementation, implementation, and post-implementation phases.	2		
6. Resource requirements and utilization procedures are identified.	2		



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