



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

01 September 2025

**DIVISION MEMORANDUM**

No. 572, s. 2025

**EVALUATION OF INNOVATION DOCUMENTS**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors  
School Heads  
Administrative Officer V  
This Division

1. In support to DepEd Order NO. 16, S. 2017 which promotes a culture of inquiry leading to innovation and ensuring an environment of evidence-based decision-making, the Schools Division of Dapitan City will conduct an ***Evaluation of Innovation Documents on September 3, 2025 at 10:00 a.m*** at the Office of the Assistant Schools Division Superintendent.
2. The committee are as follows:

|   |   |
|---|---|
| <b>CHAIRPERSON</b><br>Final Approval                    | <b>JAY S. MONTEALTO, CESO VI</b><br>Schools Division Superintendent   |
| <b>CO-CHAIRPERSON</b><br>Recommending Approval          | <b>AURELIO A. SANTISAS, CESE</b><br>Asst. Schools. Div. Superintendent  |
| <b>MEMBERS</b><br>Review Committee                      | <b>DR. VICENTE JOSE V. SUAREZ II</b><br>CID Chief<br><b>SHERLITO E. SAGAPSAPAN</b><br>SGOD Chief<br><b>GEORDITO T. OLARIO</b><br>AO V<br><b>PROGRAM OWNERS</b><br>(By Invitation) |
| <b>SECRETARIAT</b><br>Provision of technical assistance | <b>VICENTE RAMON V. SUAREZ II</b><br>EPS II- HRD  |





Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

3. The committee will identify top 3 innovators from various themes such as:

| <b>Theme 1:</b><br>Research-<br>Based<br>Innovation | <b>Theme 2:</b><br>Technological<br>Innovations | <b>Theme 3:</b><br>Teaching and<br>Learning<br>Innovations | <b>Theme 4:</b><br>Individual/O<br>rganizational<br>Development<br>Innovations | <b>Theme 5:</b><br>Community<br>and<br>Partnership<br>Innovations |
|---|---|--|--|---|
|---|---|--|--|---|

4. The committee shall evaluate the innovation documents according to standards/format, content and attachments on the implementation
5. For clarification and inquiries, all concerned may coordinate with Vicente Ramon V. Suarez II, EPS II Division Research Coordinator.
6. Immediate dissemination of the herein Memorandum is desired.

  
**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent

