



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

February 9, 2023

DIVISION MEMORANDUM
No. **41**, s. 2023

**GUIDELINES ON THE ACCREDITATION OF RESEARCH, INNOVATION,
INCOME GENERATING PROJECTS, LEARNING & DEVELOPMENT AND
DEVELOPMENT PROJECTS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID, SGOD)
Education Program Supervisors, SEPS, EPS
Public School District Supervisors/ District-In-Charge
Elementary and Secondary School Heads/ Teacher-In-Charge
All others concerned

1. In Reference to Division Memorandum n. 20, s. 2023 re issuance of the composition of the Division Review and Accreditation Committee for researches, income generating projects, learning and development initiatives development projects and innovations, this office issues the guidelines for the accreditation process for a more organized system.
2. This office hereby informs the field that submission of researches, learning and development initiatives development projects and innovations, both proposals and acceptance is **EVERY FIRST WEEK OF THE MONTH**. Submitted proposals and acceptance beyond the first week of every month will be reviewed the following month.
3. The flow of accreditation process is stated below:

TIMELINE	ACTIVITY	FOCAL PERSON/S
Week 1 of every month	Submission of proposals	From Receiving Section to Secretariat
Friday of Week 1	Issuance of submitted proposals	Secretariat to Members of the Review Committee
Week 2 of every month		
Monday-Thursday	Evaluation and Review of the submitted proposals	Review Committee and Provisional Members
Friday	Return the evaluated and reviewed proposals for:	Review Committee and Provisional Members



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	1



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

	1. schedule and other preparations for the proposal and acceptance panel presentation. 2. return (through return endorsement) to the proponent for integration of corrections as indicated/determined.	Secretariat
Week 3 of every month Monday	Issuance of memorandum for the schedule of presentation.	Secretariat
Week 4 of every Month Thursday and Friday	Panel Presentation.	Review and Accreditation Committee Secretariat

4. For information, guidance and compliance.


RACHEL R. LLANA PhD, CESO V
Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	2