



DepEd O R D E R
No. **26**, s. 2011

MAR 18 2011

**GUIDELINES ON THE IMPLEMENTATION OF THE APPROVED PROJECT PROPOSALS
OF THE ENHANCED-WORK (E-WORK) MODEL SCHOOLS
AT THE ELEMENTARY LEVEL**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary Schools

1. The Department of Education (DepEd) through the Bureau of Elementary Education (BEE issued the DepEd Memorandum No. 458, s. 2009 entitled "Strengthening the *Edukasyong Pantahanan at Pangkabuhayan* (EPP) Curriculum in the Elementary Schools."
2. This is to ensure that entrepreneurial and productivity skills are developed among the school children. Besides strengthening the EPP curriculum, this Enhanced-Work Model Schools also known as E-Work Project aims to contribute to the efforts to address problem on low participation and high dropout rates.
3. In line with this endeavor, all regions have been requested to submit project proposals on income generating projects that will be implemented with funding support from DepEd. A total of twenty nine (29) project proposals from the different regions/divisions (Enclosure No. 1) were approved and were given funding support in the amount of One Hundred Thousand Pesos (PhP100,000.00) each project and all approved proposals amounting to Two Million Nine Hundred Thousand Pesos (PhP2,900,000.00). The Budget Division, Financial and Management Service (FMS), DepEd Central Office issued the Sub-Allotment Release Orders (Sub-AROs) to the regions/divisions concerned on December 20, 2010.
4. To ensure immediate implementation of the projects, all concerned regional/division EPP supervisors should coordinate with their respective budget officers for the immediate release of the funds. The following guidelines should be observed in implementing the E-Work Project:
 - a. Each recipient region/division/school shall:
 - implement the project in accordance with the approved project proposal;
 - account for all disbursements made in accordance with the existing accounting and auditing requirements;
 - submit a profile of the implementing school and quarterly project status report (physical and financial) using the formats in Enclosure Nos. 2 and 3;



- notify the BEE of the official closure of the project; and
 - submit a Project Completion Report that contains project processes, problems resolved and lessons learned for sustainability and possible replication (Enclosure No. 4) within thirty (30) calendar days from project completion to the Schools Division/City Superintendent, Regional Director and BEE.
- b. The Divisions shall:
- monitor implementation of the project to ensure that children receive benefits from the gains of the project like free meals, supplies and materials and free transportation, etc. using the form contained in Enclosure No. 5; and
 - ensure that project objectives are achieved/attained.
- c. The Region shall:
- monitor the project and give technical assistance whenever necessary; and
 - conduct a case study on the project following the suggested format in Enclosure No. 6.
- d. The Bureau of Elementary Education shall:
- monitor the project and provide technical assistance whenever necessary; and
 - coordinate with the Budget Division of DepEd Central Office to facilitate release of funding support to the recipient regions/divisions/schools.

5. The financial and physical accomplishment reports and other necessary documents relative to the implementation of the Enhanced-Work (E-Work) Model Schools Project shall be submitted in soft and hard copies to the Chief, Curriculum Development Division, Bureau of Elementary Education (CDD-BEE), DepEd Central Office, Meralco Avenue, Pasig City with telephone no. 638-4799.

6. Immediate dissemination of and compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
 Secretary 

Encls.:

As stated

Reference:

DepEd Memorandum: (No. 458, s. 2009)

To be indicated in the Perpetual Index
under the following subjects:

ELEMENTARY EDUCATION
POLICY
PROJECTS

REPORTS
SCHOOLS

**Project Proposal Evaluation Summary
FOR FUNDING**

Title	Region	Division	Amount for Downloading
1. FRICE (Food Reproduction and Intensification for Crisis Eradication)	Region I	La Union	P100,000.00
2. Biointensive Gardening To Support School Feeding Program	Region II	Cagayan Valley	P100,000.00
3. BIM (Beneficial Indigenous Micro-Organism) Composting Project	Region III	Cabanatuan City	P100,000.00
4. Bio-Acro and Bio-Intensive Gardening: A Program Strategy to Address Food Security and Climate Change Mitigation	IV-A	Cavite	P100,000.00
5. Moringa Oleifera for the Nutritionally Deficient and SPED Pupils in the Division of Lipa City	IV-A	Lipa City	P100,000.00
6. Livelihood Opportunities in Support to School Feeding Program	IV-A	Laguna	P100,000.00
7. Hapag ng Pag-asa for Talipap Elem. School	IV-A	Quezon	P100,000.00
8. Intensified School Garden to Strengthen the Feeding Program	IV-A	SanPablo City	P100,000.00
9. School to Market Venture through Smoked Fish Production	IV- MIMAROPA	District Of Mogpog, Marinduque	P100,000.00
10. Handicraft for School Children	Region V		P100,000.00
11. Home Enhancement Livelihood Program (H.E.L.P.)	Region VI	Iloilo Central Elem. School, Iloilo City	P100,000.00
12. Enhancing the EPP Curriculum in the Selected Elementary Schools of Clarin District, Division of Bohol Gearing Towards Productivity	Reg. VII	Bohol Division	P100,000.00
13. Preparing Tikog Raw Materials of Banig Product: Lifelong Skills Development	Region VIII	Basey II Samar Division	P100,000.00
14. Entrepreneurial Skills Development Towards Profitability and Economic Sufficiency in EPP	Reg. IX	Zamboanga Peninsula	P100,000.00
15. Vermi Culture (Organic Fertilizer Production	Region IX	Pagadian City Division	P100,000.00
16. Maximizing the Reproduction of Malunggay Tree Through EPP	Region IX	Zamboanga Sibugay	P100,000.00

Title	Region	Division	Amount for Downloading
17. Enhancing Seaweed Cracker in the Division of Zamboanga Sibugay	Region IX	Zamboanga, Sibugay	P100,000.00
18. Edukasyong Pantahanan at Pangkabuhayan: Dalan sa Kalambugan	Region X		P100,000.00
19. Reinventing EPP Curriculum for Authentic Lifelong Learning (Project RECALL)	Reg. XI	Davao City	P100,000.00
20. Herbal Growing and Marketing: An Enhancement of EPP through a Lifelong Entrepreneurial Skills Development	Reg. XI	Langub Elem. School Davao City	P100,000.00
21. Central School Bakeshop	Region XII		P100,000.00
22. Production of VermiCompost	Region XII	Colabato City/Notre Dame Village ES	P100,000.00
23. One District, One Product – Make a Basket, Weave a Future	CARAGA	East Nasipit, Agusan del Norte	P100,000.00
24. Learn, Play and Earn with Candle Making	CARAGA	Surigao City	P100,000.00
25. Beads Production	CARAGA	Patin-ay Central, Agusan del Sur	P100,000.00
26. Project sa GMP sa Goat Raising May Pag-unlad	CARAGA	Sta Josefa, Agusan del Sur	P100,000.00
27. Goat Production Project	CARAGA	Del Monte Central Elem. Talocogon East	P100,000.00
28. Improved Life Through Organic Gardening – ILOG	CAR		P100,000.00
29. Production of Enriched Baked Products	NCR	Pasig Elem. School Pasig City	P100,000.00

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(Enclosure No. 3 to DepEd Order No. 26, s. 2011)

SCHOOL PROFILE

Direction: Accomplish this form by ticking the appropriate option box or writing the information asked for in the spaces provided.

School: _____
District: _____
Region: _____

School ID: _____
Division: _____

A. Type of School

- Central
- Non-Central
 - Complete
 - Mono MG Mono and MG
 - Incomplete
 - Mono MG Mono and MG

B. The School is situated

- In an urbanized area (city)
 - Within or near commercial/business district
 - In a residential zone
 - Just outside the city
 - Others, pls. describe _____
- In a rural area
 - In an agricultural community
 - in a fishing community
 - in an upland area
 - others, pls. describe _____
- Within the town center (municipality)
 - Within or near commercial district
 - In a residential zone
 - Just outside the town
 - Others, pls. describe _____

C. The School serves the Children living in (check all appropriate options)

- Some sitios in the barangay where it is located
- The entire barangay
- Some sitios in neighboring barangays
- All neighboring barangays

D. The school is accessible by (check all applicable options)

- Walking animal ride tricycle/pedicab
- Boat public utility jeepney motorcycle (single)
- Hired or private vehicle bus

E. Socio Economic Status of the community (Common Livelihood of Families)

- Farming Fishing Mining
- Employed (Public/Private) Others, specify, _____

F. Classification of the municipality where the school is located

- 3rd class 5th class
 4th class 6th class
 Others pls. specify _____

G. Support form NGOs or other organizations, please enumerate.

<u>NGOs</u>	<u>Support Provided</u>
_____	_____
_____	_____
_____	_____

H. Regular Support Instructional Materials

IMs	Present in the School?	How Many?	Who Use and How often?	Features/Descriptions
Globes				
Atlas				
Cooking				
Musical Instruments				
Sewing Kits				
Garden Tools				
Sports Equipment				
Industrial Arts Tools				
Science Kits				

I. Enrolment

Grade	2009-2010			2010-2011			2011-2012		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
I									
II									
III									
IV									
V									
VI									
Total									

J. Performance Indicators

Indicators	2009-2010	2010-2011	2011-2012
Repetition Rate			
Completion Rate			
Cohort Survival Rate			
Drop-out Rate			

(Enclosure No. 4 to DepEd Order No. 26, s. 2011)

Project Completion Report

Table of Contents

Part I

Executive Summary

Part II

Report

Background and Organization of Report

Objectives

Coverage

Design and Components

Cost and Funding Support (*optional*)

Project Duration/ Timeframe

Methodology Used in the Project / study

Framework

Data Sources

Participants

Analysis

Organization of the Report

2.0. Lessons and Findings :

Documentary Analysis

Experiences / Observations

in the Implementation and Monitoring
the Implementation

- Utilization of ADM
- Interventions

3.0. Conclusion

- Lessons Learned
- Successes/ Gains
- Failures/ Needs

4.0. Sustainability

4.0. Next Steps

- Policy recommendations
- Proposed General Strategies

(Enclosure No. 5 to DepEd Order No. 26, s. 2011)

Monitoring Form

Region: _____

Division: _____

School: _____

Title of the Project: _____

Date: Started: _____

Persons Involved: _____

Present Status of the Project: _____

Number of Students Benefitting from the Project

Number of Pupils/Grade	Benefits Given			
	Meals	School Supplies	Free Transportation	Others, Specify
I				
II				
III				
IV				
V				
V				
Total				

Amount Disbursed: _____

Facilitating Factors: _____

Hindering Factors: _____

Suggestions/Recommendations: _____

Region/Division Monitor

(Enclosure No. 6 to DepEd Order No. 26, s. 2011)

**CASE STUDY OF BEST PRACTICES IN FORMULATING AND
IMPLEMENTING PROGRAMS/PROJECTS**

- I. School Context
 - Description of the School
 1. Facilities
 2. Equipment
 3. Performance Indicators
- II. The Intervention
 - A. Description of the intervention
 1. What is the intervention/project all about?
 2. What specific conditions/problems does it aim to address?
 3. What are the expected outcomes?
 - B. Implementing the intervention
 1. Who were involved in the conceptualization?
 2. Who were involved in the implementation?
 3. What steps/strategies were undertaken?
 4. When was it implemented?
- III. The intervention as a best practice (provide evidence)
 - A. On effectiveness
 1. Was the intervention able to meet its set goals/objectives?
 2. Are the goals reflective of the school's needs?
 3. Were there hindering/facilitating factors? What were these?
 4. Was the intervention able to meet projected outcomes? By how much?
 - B. On efficiency
 1. Was the intervention the best possible intervention for a particular problem?
 2. Were the outcomes worth the investment (in time, resources, effort)?
 3. Can another intervention achieve the same outcomes using equal or less resources?
 4. Can the same intervention address other problems/meet other objectives?
 - C. On sustainability
 1. Can the intervention and its benefits be sustained?
 2. What is the level of support and participation of stakeholders?
 3. What is the level of satisfaction of the stakeholders?
 4. Is the intervention included/integrated in the SIP?
 - D. On replicability
 1. Can the intervention be used by other teachers and be expected to yield the same results?
 2. Can the intervention be replicated elsewhere (other schools) with same results? What needs are to be adjusted/modified?