



April 25, 2019



REGIONAL MEMORANDUM

No. 197, s. 2019

GUIDELINES ON THE COMPLETION OF APPLICATION PROJECT FOR THE INSTRUCTIONAL LEADERSHIP PROGRAM FOR DIVISION AND DISTRICT SUPERVISORS (ILPDDS)

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. In preparation for the Regional Colloquium of Supervisors Under the Instructional Leadership Program for Division and District Supervisors (ILPDDS), Application Projects (APs) shall be prepared with the following guidelines:

a. AP printed copy

i. Format:

Margin: 1" in all sides
Spacing: 1.5
Font Style: Arial
Font Size: 12
Orientation: Portrait
Paper Size: A4 size (21cm x 29.7cm)

ii. Content:

1. Cover page
2. Executive Summary
3. Table of Contents
4. Application project template (filled-up)
5. Means of verifications
6. Annexes (if needed)

b. Slide deck presentation

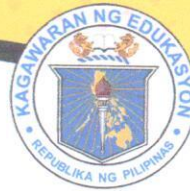
i. Format:

Font Style: Arial
Font Size: Title: 40-45
Body: 30-35
No. of Lines: maximum of 7 lines per slide
No. of slides: maximum of 30 slides

ii. Content:

1. Title slide
2. Project background
3. Where were we before?
4. Where are we now?
5. How did we do it?
6. Where do we go from here?
7. Key learnings





2. All APs of the colloquium participants shall be evaluated using the criteria indicated below.

Effectiveness	-	45%
<i>(Extent to which the objectives of the AP have been attained expressed in terms of percentage of accomplishments vs. targets)</i>		
Efficiency of Implementation	-	40%
<i>(Expressed in terms of timeliness and resources – human, money and materials used to attain the AP objectives)</i>		
Application of Learning	-	10%
<i>(Extent to which the project has integrated learnings from ILPDDS)</i>		
Replicability	-	5%
		100%

Note: A participant has to get at least a grade of 85% to pass.

3. Each participant is expected to have accomplished his/her own AP and shall bring 3 hardcopies during the colloquium.
4. **No two or more participants shall share and present the same project.**
5. Immediate dissemination of this Memorandum to the concerned is highly desired.

fr: 
FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

Encls: None
Reference: Regional Memorandum No. 187, s. 2019; Regional Memorandum No. 188, s. 2019
To be indicated in the **PERPETUAL INDEX** under the following subjects:

DATA EDUCATION PROJECT TRANSFORMATION

hrdd/05/zif
04/25/2019