



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

July 30, 2026

DIVISION MEMORANDUM

No. 347, s. 2026

**INSTITUTIONALIZING THE FRAMEWORK FOR SCALING INNOVATIONS
WITHIN THE PERFORMANCE GOVERNANCE SYSTEM (PGS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads
Unit Heads
All Others Concerned

1. Rationale

In line with the Department of Education's commitment to excellence, continuous improvement, innovation, and institutional sustainability, this Memorandum hereby institutionalizes the Framework for Scaling Innovations within the Performance Governance System (PGS) of the Schools Division Office of Bulacan. This framework shall serve as the official mechanism for identifying, evaluating, validating, expanding, institutionalizing, and sustaining innovations that significantly contribute to organizational performance, service delivery, governance excellence, and learner outcomes.

The Schools Division Office recognizes innovation as a strategic driver of organizational transformation and breakthrough results. Successful innovations developed and implemented by schools, offices, and units shall be systematically assessed and scaled to maximize their impact, replicability, and contribution to the achievement of organizational goals.

2. Objectives

This Framework aims to:

1. Institutionalize a standardized process for identifying scalable innovations;
2. Establish objective criteria and governance mechanisms for evaluating innovation readiness;
3. Promote the replication and expansion of successful innovations across schools and offices;
4. Strengthen evidence-based governance and performance management;
5. Enhance collaboration among offices, schools, and stakeholders;



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6. Ensure sustainability through policy integration, capacity-building interventions, and resource support; and
7. Contribute to the achievement of strategic breakthrough results under the Performance Governance System.

3. Guiding Principles

All scaling innovations shall be guided by the following principles:

- Strategic Alignment with the Performance Governance System;
- Evidence-Based Decision-Making;
- Replicability and Adaptability;
- Sustainability;
- Accountability and Transparency; and
- Continuous Organizational Learning.

4. Governance Structure for Scaling Innovations

The implementation of this Framework shall be supported by the designated **SDO Bulacan Scalable Innovation Evaluation Team**, which shall serve as the official body responsible for the evaluation, validation, calibration, recommendation, and quality assurance of scalable innovations within the Division. The Evaluation Team shall be organized in accordance with the provisions of the Memorandum on the Designation of the SDO Bulacan Scalable Innovation Evaluation Team and shall consist of the Executive Committee, Lead Technical Evaluator, Technical and Content Evaluators, Validation Team, Quality Assurance Officers, Ethics and Compliance Reviewer, Monitoring Officer, and Secretariat.

The Evaluation Team shall ensure that all innovation entries are evaluated objectively, fairly, transparently, and consistently using approved standards and technical protocols.

5. Capability Building and Calibration of Evaluators

To ensure the quality, reliability, and credibility of innovation assessments, all members of the Evaluation Team shall participate in the **Capability Building and Calibration Workshop for Evaluators of Scalable Innovations** prior to undertaking evaluation duties.

The capability-building program shall enable evaluators to:

1. Explain the concepts, principles, and characteristics of scalable innovations;
2. Differentiate scalable innovations from research studies, best practices, and routine interventions;



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3. Demonstrate proficiency in the approved evaluation framework, criteria, and rubrics;
4. Apply evidence-based assessment and scoring procedures consistently;
5. Participate in calibration activities to improve inter-rater reliability;
6. Understand validation, documentation, and reporting procedures; and
7. Observe ethical standards, confidentiality requirements, and conflict-of-interest policies.

The workshop shall include orientation sessions, technical evaluation exercises, guided assessment of innovation entries, calibration workshops, validation procedures, and report-writing activities to develop a trained and calibrated pool of evaluators.

6. Evaluation Criteria for Scalable Innovations

All innovation entries shall be evaluated using the following approved criteria and weights:

Criterion	Weight
Relevance and Responsiveness	20%
Innovativeness	20%
Effectiveness and Impact	25%
Scalability and Replicability	20%
Sustainability	10%
Quality of Documentation	5%
TOTAL	100%

Evaluation results shall be based on verifiable evidence and supporting documentation submitted by the innovation proponents and validated by the Evaluation Team.

7. Validation and Quality Assurance Mechanisms

To maintain the integrity and reliability of assessment results, the Evaluation Team shall employ the following quality assurance and validation processes:

- Review of submitted documents and supporting evidence;
- Validation of quantitative and qualitative results;
- Site or field validation, when necessary;



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- Consensus review and calibration procedures;
- Verification of outcome and impact indicators;
- Compliance review against established standards; and
- Documentation and archiving of evaluation records.

The Quality Assurance and Validation Process shall ensure the accurate, credible, and consistent evaluation of innovations intended for scaling and institutionalization.

8. Ethical Standards and Conflict of Interest Policy

All designated evaluators shall uphold the highest standards of professionalism, objectivity, confidentiality, accountability, and integrity throughout the evaluation process.

Before engaging in any evaluation, validation, deliberation, calibration, or recommendation activity, evaluators shall submit the following duly accomplished documents:

1. Acknowledgment and Acceptance of Designation;
2. Conflict of Interest Disclosure and Declaration Form; and
3. Evaluator Confidentiality and Integrity Pledge. Evaluators with actual, potential, or perceived conflicts of interest shall immediately disclose such circumstances and inhibit themselves from participating in the evaluation of affected entries.

9. Expected Organizational Outcomes

Through the implementation of this Framework, the Schools Division Office of Bulacan shall:

- Institutionalize a transparent, standards-based, and evidence-driven innovation system;
- Promote the identification and scaling of high-impact innovations;
- Develop a competent and calibrated pool of innovation evaluators;
- Improve the consistency, reliability, and fairness of innovation assessments;
- Strengthen organizational learning and knowledge-sharing practices;
- Enhance governance, efficiency, and service delivery; and
- Support the attainment of strategic breakthrough results under the Performance Governance System.



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10. Effectivity

This Memorandum shall take effect immediately upon issuance and shall serve as the policy framework governing the identification, evaluation, validation, scaling, institutionalization, and sustainability of innovations within the Schools Division Office of Bulacan.

For information, guidance, and strict compliance.

 8/23/26
CECILIA E. VALDERAMA, PhD. CESO VI
Schools Division Superintendent 