



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

OFFICE MEMORANDUM
No. 127 s. 2026

DESIGNATION OF THE SDO BULACAN SCALABLE INNOVATION EVALUATION TEAM

In support of the Schools Division Office of Bulacan's commitment to fostering a culture of innovation, continuous improvement, and evidence-based practices, the following personnel are hereby designated as members of the **Scalable Innovation Evaluation Team** for the evaluation, validation, and recognition of scalable innovations submitted by schools and offices:

Name	Position	Designation/Role
Jaime T. Tugade, PhD, CESE, RGC Mari Celina L. Vega, CESE	Assistant Schools Division Superintendent	Chairperson
Rainelda M. Blanco, PhD	Chief Education Supervisor, SGOD	Vice-Chairperson
Cecilia S. Custodio, PhD	Chief Education Supervisor, CID	Co-Vice Chairperson
Jay-Arr C. Tayao, DBA, EdD	Education Program Supervisor, SGOD	Lead Technical Evaluator
Maribel S. Perez	Senior Education Program Specialist (Planning & Research)	Technical Evaluators
All 11 Education Program Supervisors	Education Program Supervisor/ PPA Focal Persons	Content Evaluators
Paulo Eduardo C. Cruz Jr.	Planning Officer	Data Validation Officer
Mark Joven M. Ramos	Education Program Specialist II (SMME)	Innovation Quality Assurance Officer
All Public Schools District Supervisors	Public Schools District Supervisor	Field Validation Evaluator
By Invitation (Division Research Mentor)	School Head Representative	Practitioner Evaluator
Marco Paolo M. Victoriano	Information Technology Officer	Digital Innovation Evaluator



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Ma. Lourdes J. Patag	Senior Education Program Specialist (SMME)	Monitoring and Compliance Officer
Atty. Elmer D. Lopez	Legal Officer/Designated Representative	Ethics and Compliance Reviewer
Jennifer O. Daguman	Project Development Officer I	Documentation/Records Officer/Secretariat

Duties and Responsibilities

Chairperson

- Provides overall direction and supervision of the evaluation process.
- Approves final evaluation results and recommendations.

Vice-Chairperson

- Assists the Chairperson and presides in his/her absence.
- Oversees the technical conduct of evaluations.

Lead Technical Evaluator

- Leads the assessment of innovation entries based on approved criteria.
- Consolidates scores and prepares evaluation summaries.

Technical Evaluators

- Assess entries for relevance, effectiveness, efficiency, innovation, and scalability.
- Validate supporting evidence and documentation.

Data Validation Officer

- Verifies quantitative and qualitative data submitted by proponents.
- Ensures accuracy and integrity of reported results.

Innovation Quality Assurance Officer

- Reviews compliance with DepEd innovation standards and quality benchmarks.
- Ensures consistency in the application of evaluation criteria.

Field Validation Evaluators

- Conduct validation activities as necessary.
- Verify actual implementation and impact of innovations.

Digital Innovation Evaluator

- Assesses technology-related and digitally enabled innovations.

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- Evaluates sustainability and usability of digital solutions.

Ethics and Compliance Reviewer

- Ensures adherence to ethical standards and DepEd policies.
- Reviews issues related to intellectual property and originality.

Monitoring and Compliance Officer

- Monitors adherence to timelines and evaluation protocols.
- Tracks implementation of approved recommendations.

Documentation and Records Officer/Secretariat

- Facilitates meetings and evaluation sessions.
- Prepares communications, minutes of meetings, and administrative requirements.
- Maintains evaluation records and documentation.
- Prepares evaluation reports and archives supporting documents.

Effectivity

This designation shall take effect immediately and shall remain in force until the completion of all activities related to the evaluation, validation, recognition, and recommendation of scalable innovations for School Year 2026-2027, unless otherwise revoked or amended.

ATTACHMENTS TO THE MEMORANDUM

To ensure a transparent, objective, expertise-based, and standards-aligned evaluation of scalable innovations in the Schools Division Office of Bulacan, the following attachments are hereby adopted and made an integral part of this Memorandum:

Attachment A. Criteria for Selection of Evaluators

This attachment prescribes the qualifications and eligibility requirements for the selection and designation of evaluators of scalable innovations, including:

- General qualifications and professional requirements;
- Preferred competencies, training, and experiences relevant to innovation evaluation;
- Ethical standards and professional conduct;
- Conflict-of-interest considerations; and
- Roles and responsibilities of evaluators.



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Attachment B. Composition of the Evaluation Team

This attachment contains the composition of the SDO Bulacan Scalable Innovation Evaluation Team, including the Executive Committee and the Assignment of Content Evaluators by Cluster. It defines the governance structure, delineates evaluation roles and responsibilities, and ensures that innovation entries are assessed by subject matter experts in their respective learning areas, programs, projects, activities, and functional areas to promote fairness, objectivity, and technical rigor in the evaluation process.

Attachment C. Acknowledgment and Acceptance of Designation

This attachment contains the official conformity form to be accomplished by all designated evaluators signifying their acceptance of the designation and commitment to:

- Uphold fairness and objectivity;
- Perform assigned responsibilities diligently;
- Observe confidentiality requirements; and
- Adhere to all evaluation guidelines and ethical standards.

Attachment D. Conflict of Interest Policy for Evaluators of Scalable Innovations

This attachment establishes the policies and procedures governing the identification, disclosure, and management of actual, potential, and perceived conflicts of interest. The policy aims to ensure:

- Transparency in the evaluation process;
- Impartiality of evaluator decisions;
- Credibility of evaluation results; and
- Protection of the integrity of the Scalable Innovation Program.

Attachment E. Conflict of Interest Disclosure and Declaration Form

This attachment contains the required disclosure form that all evaluators shall complete before participating in any evaluation, validation, scoring, deliberation, or recommendation activity.

Attachment F. Evaluator Confidentiality and Integrity Pledge

This attachment contains the commitment of evaluators to:

- Maintain strict confidentiality of innovation entries and evaluation results;
- Protect proprietary and sensitive information;
- Avoid unauthorized disclosure of documents and deliberations; and
- Conduct all evaluation activities with honesty, professionalism, and integrity.

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Compliance Provision

All designated evaluators shall read, understand, and comply with the provisions contained in Attachments A to G. Submission of the duly accomplished **Acknowledgment and Acceptance of Designation, Conflict of Interest Disclosure and Declaration Form**, and **Confidentiality and Integrity Pledge** shall be a prerequisite to participation in any evaluation, validation, calibration, deliberation, or recommendation activity related to the SDO Bulacan Scalable Innovation Program.

For guidance and strict compliance.

  8/3/24
CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent 



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Attachment A to Office Memorandum No. ~~343~~ 2. 2026

Criteria for Selection of Evaluators

The designated evaluator shall meet the following qualifications:

General Qualifications

1. Must be a permanent DepEd employee with a satisfactory performance rating for the last two (2) rating periods.
2. Must possess demonstrated expertise relevant to the innovation category being evaluated.
3. Must not have any conflict of interest with the innovation entry or its proponent.
4. Must uphold the principles of fairness, objectivity, confidentiality, and professionalism.
5. Must be willing and available to participate in orientation, evaluation, validation, and deliberation activities.

Preferred Qualifications

Completed training in:

- Research
- Innovation Management
- Program Evaluation
- Monitoring and Evaluation (M&E)
- Quality Assurance
- DRRM, ICT, Curriculum, or Governance-related programs

Has experience in:

- Research evaluation
- Innovation development
- Project implementation
- Technical review panels
- PRAISE Committee
- BERF or Research Committee

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Attachment B to Office Memorandum No. , 2. 2026

Composition of the Evaluation Team

To ensure a credible, objective, and expertise-based evaluation of scalable innovations, the Schools Division Office of Bulacan shall organize an Evaluation Team composed of an Executive Committee and Content Evaluators assigned by evaluation cluster.

I. Executive Committee

The Executive Committee shall provide overall leadership, policy direction, technical oversight, and quality assurance throughout the evaluation process.

Position	Designation
Assistant Schools Division Superintendent	Chairperson
Chief Education Supervisor, SGOD	Vice-Chairperson
Chief Education Supervisor, CID	Co-Vice-Chairperson
Education Program Supervisor – SGOD	Lead Technical Evaluator
Senior Education Program Specialist – Planning and Research	Evaluation Coordinator
Education Program Specialist II - SMME	Secretariat Head
Legal Officer/Designated Representative	Ethics and Compliance Adviser
Division Information Technology Officer	Technical Support Adviser

Functions of the Executive Committee

The Executive Committee shall:

1. Provide policy and operational guidance for the evaluation process;
2. Approve evaluation schedules, procedures, and standards;
3. Ensure compliance with the Conflict of Interest Policy and ethical standards;
4. Resolve issues and concerns arising during evaluation and deliberation;
5. Review and validate evaluation results;
6. Endorse recommendations for recognition, scaling, adoption, or replication; and
7. Perform such other functions necessary to ensure the integrity of the evaluation process.



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II. Assignment of Content Evaluators by Cluster

Content Evaluators shall assess innovation to scale entries according to their area of expertise and assigned cluster.

Cluster 1: Curriculum and Learning Delivery Innovations

Learning Area	Content Evaluator
English	Jay Arr V. Sangoyo, PhD
Filipino	Anastacia N. Victorino, EdD
Mathematics	Francisco B. Macale
Science	Marinella T. Pengson, PhD
Araling Panlipunan	Virgilio N. Laggui, PhD
MAPEH	Ariston E. Manuel
Edukasyon sa Pagpapakatao (EsP)	Eleseo E. Godoy, PhD
Technology and Livelihood Education (TLE)/TVL	Joel I. Vasallo, PhD
Kindergarten/ Special Education	Perlita G. Pagdanganan, PhD
Alternative Learning System (ALS)	Agnes R. Bernardo, PhD
Learning Resources	Marilene G. Ramos, EdD

Cluster 2: Governance and Management Innovations

Program, Project, and Activity (PPA)	Content Evaluator
Planning and Development	Planning Officer
Research and Innovation	SEPS – Planning and Research
Monitoring and Evaluation/ Quality Assurance and Compliance	SEPS - SMME
School Governance and Operations	EPS - SGOD
Partnership	SEPS – Soc Mob



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Cluster 3: Learner Support Services Innovations

Program Area	Content Evaluator
School Health and Nutrition	SHN Coordinator
Disaster Risk Reduction and Management (DRRM)	DRRM Coordinator
Child Protection	Child Protection Coordinator
Youth Formation	Youth Formation Coordinator
Inclusive Education	Inclusive Education Focal Person
Guidance and Counseling	Guidance Coordinator

Cluster 4: Digital Transformation and Systems Innovations

Innovation Area	Content Evaluator
Educational Technology	ICT Officer and Concerned EPS
Learning Management Systems	ICT Officer
Automation Systems	ICT Officer
Data Analytics and Dashboards	Planning Officer/ICT Officer
Digital Governance and Information Systems	ICT Officer

Cluster 5: Administrative, Financial, and Human Resource Innovations

Innovation Area	Content Evaluator
Financial Management	Accountant III/Finance Officer
Budgeting and Resource Allocation	Budget Officer
Procurement and Supply Management	Procurement Coordinator
Property and Asset Management	Supply Officer
Records and Information Management	Records Officer
Administrative Systems and Processes	Administrative Officer V
Human Resource Development (HRD)	SEPS-HRD
Recruitment, Selection, and Placement (RSP)	Human Resource Management Officer
Performance Management Systems	HRMO/SEPS-HRD
Learning and Development Programs	SEPS-HRD



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Employee Welfare and Engagement Programs	HRMO
PRAISE and Recognition Systems	PRAISE Committee Representative
HR Automation and Digital HR Systems	HRMO and ICT Officer
Organizational Development and Change Management	SGOD Chief/HRMO

Duties and Responsibilities of Content Evaluators

Content Evaluators shall:

1. Conduct objective, evidence-based, and criteria-driven evaluation of assigned innovation entries;
2. Assess the relevance, innovativeness, effectiveness, sustainability, scalability, and replicability of innovations;
3. Review supporting documents, implementation records, and validation evidence;
4. Participate in evaluation calibration and consensus-building activities;
5. Declare any actual, potential, or perceived conflict of interest and inhibit when necessary;
6. Maintain confidentiality of all information and deliberations; and
7. Submit evaluation results and recommendations within prescribed timelines.

Inhibition Clause

No Content Evaluator shall evaluate an innovation originating from:

- his/her own school;
- district;
- office/unit of assignment;
- innovation team;
- project where he/she served as mentor, adviser, validator, or collaborator; or
- any entry where a conflict of interest exists.

In such cases, the Chairperson shall designate an alternate evaluator with the appropriate technical expertise.



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Attachment C to Office Memorandum No. , 2. 2026

ACKNOWLEDGMENT AND ACCEPTANCE OF DESIGNATION

I, _____, holding the position of _____, hereby acknowledge my designation as _____ in the **SDO Bulacan Scalable Innovation Evaluation Team** pursuant to Office Memorandum No. _____, s. 2026, entitled "**Designation of the Scalable Innovation Evaluation Team.**"

I understand the duties and responsibilities attached to my designation and commit to carrying them out with integrity, objectivity, professionalism, and adherence to the established evaluation standards and ethical guidelines of the Department of Education.

I further agree to maintain the confidentiality of all documents, information, records, and deliberations related to the evaluation process and to avoid any conflict of interest that may compromise the fairness and credibility of the evaluation.

This acknowledgment is executed freely and voluntarily as affirmation of my acceptance of the designation.

Conforme:

Signature over Printed Name

Designation: _____

Position: _____

Date Signed: _____



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Attachment D to Office Memorandum No. **012** 2026

Conflict of Interest Policy for Evaluators of Scalable Innovations
Schools Division Office of Bulacan

1. Policy Statement

The Schools Division Office of Bulacan upholds the principles of integrity, impartiality, transparency, accountability, and fairness in the evaluation of scalable innovations. To maintain the credibility and objectivity of the evaluation process, all evaluators shall disclose any actual, potential, or perceived conflict of interest and refrain from participating in the evaluation of entries where such conflict exists.

2. Purpose

This policy aims to:

1. Ensure impartial and unbiased evaluation of innovation entries.
2. Protect the integrity and credibility of the innovation evaluation process.
3. Promote transparency and accountability among evaluators.
4. Prevent undue influence or favoritism in decision-making.
5. Safeguard public trust in the innovation recognition and scaling process.

3. Definition of Conflict of Interest

A Conflict of Interest (COI) exists when an evaluator's personal, professional, financial, supervisory, collaborative, or other interests may influence, or appear to influence, his/her judgment, objectivity, or actions during the evaluation process.

A conflict may be:

- A. Actual Conflict of Interest.** A direct interest or involvement that compromises impartiality.
- B. Potential Conflict of Interest.** Circumstances that may develop into a conflict in the future.
- C. Perceived Conflict of Interest.** Situations where a reasonable person may believe that an evaluator's objectivity could be compromised.

4. Circumstances Constituting Conflict of Interest

An evaluator shall be considered to have a conflict of interest if he/she:



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A. Proponent Relationship

1. Is the author, co-author, developer, or implementer of the innovation.
2. Is a member of the innovation team being evaluated.
3. Assisted in the preparation, development, validation, or submission of the innovation.
4. Serves as mentor, coach, adviser, or consultant to the proponent.

B. Supervisory Relationship

1. Is the immediate supervisor of the proponent.
2. Directly supervises the implementation site of the innovation.
3. Participated in recommending or endorsing the innovation for evaluation.

C. Personal Relationship

1. Is related to the proponent by blood or affinity up to the fourth civil degree.
2. Has a close personal relationship that may affect impartiality.

D. Professional Relationship

1. Has ongoing collaborative projects with the proponent.
2. Has co-authored research, innovation, or publications with the proponent within the last three (3) years.
3. Has received professional benefits arising from the innovation under evaluation.

E. Financial Interest

1. Has direct or indirect financial interest in the innovation, product, process, or system being evaluated.
2. Stands to gain monetary or professional advantage from the evaluation outcome.

5. Disclosure Requirements

All evaluators shall:

1. Complete and sign a Conflict of Interest Disclosure Form before the start of evaluation activities.
2. Immediately disclose any actual, potential, or perceived conflict discovered at any stage of evaluation.
3. Update disclosures whenever circumstances change.

Failure to disclose a conflict of interest may result in removal from the evaluation panel and other appropriate administrative actions pursuant to applicable DepEd policies.

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6. Management of Conflict of Interest

Upon disclosure, the Chairperson and Evaluation Committee shall determine appropriate actions, which may include:

A. Recusal

The evaluator shall inhibit himself/herself from:

- Reviewing documents;
- Participating in discussions;
- Assigning scores;
- Voting during deliberations; and
- Recommending awards or recognition related to the concerned innovation.

B. Reassignment

A replacement evaluator with the appropriate expertise shall be designated to ensure continuity of the evaluation process.

C. Documentation

All disclosed conflicts and actions taken shall be properly documented by the Secretariat.

7. Confidentiality

All evaluators shall:

1. Maintain strict confidentiality of innovation submissions, evaluation results, deliberations, and supporting documents.
2. Refrain from sharing information obtained during evaluation with unauthorized individuals.
3. Use evaluation information solely for official purposes.

8. Non-Compliance

Any evaluator found to have:

- Concealed a conflict of interest;
- Influenced evaluation outcomes improperly;
- Breached confidentiality; or
- Violated this policy

may be subject to:

- Disqualification from the evaluation panel;
- Removal from designated responsibilities;
- Exclusion from future evaluation activities; and
- Appropriate administrative action consistent with existing DepEd rules and regulations.



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9. Required Forms and Declarations

A. Conflict of Interest Disclosure and Declaration Form

All designated evaluators shall accomplish and submit a Conflict of Interest Disclosure and Declaration Form prior to participating in any evaluation, validation, calibration, deliberation, or recommendation activity. The form serves as a formal mechanism for evaluators to disclose any actual, potential, or perceived conflict of interest that may affect, or appear to affect, their independence, objectivity, and impartiality in the evaluation process. Any disclosed conflict shall be reviewed by the Chairperson of the Evaluation Team for appropriate action, including, when necessary, inhibition or reassignment.

B. Evaluator Confidentiality and Integrity Pledge

All designated evaluators shall sign an Evaluator Confidentiality and Integrity Pledge before the commencement of evaluation activities. Through this pledge, evaluators affirm their commitment to uphold ethical standards, maintain the confidentiality of innovation submissions and evaluation records, safeguard sensitive information, avoid unauthorized disclosure of documents and deliberations, and perform their duties with honesty, professionalism, fairness, impartiality, and integrity throughout the evaluation process.

C. Submission Requirement

The duly accomplished Conflict of Interest Disclosure and Declaration Form and signed Evaluator Confidentiality and Integrity Pledge shall be submitted to the Secretariat prior to the conduct of any official evaluation activity. Failure to comply with this requirement may result in disqualification from participation in the evaluation process.



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Attachment E to Office Memorandum No. 012. 2026

CONFLICT OF INTEREST DISCLOSURE AND DECLARATION FORM
Scalable Innovation Evaluation

I, _____, holding the position of _____, and designated as _____ in the Scalable Innovation Evaluation Team of the Schools Division Office of Bulacan, hereby declare the following:

Part I. Conflict of Interest Disclosure

Please check the appropriate box:

A. Actual Conflict of Interest

- ☐ I am the author, co-author, developer, or implementer of an innovation entry scheduled for evaluation.
- ☐ I am a member of the innovation team of an entry scheduled for evaluation.
- ☐ I directly supervised or endorsed the innovation entry.
- ☐ I have a professional, financial, or personal interest that may influence my evaluation.

B. Potential Conflict of Interest

- ☐ I have a previous collaborative or professional relationship with the proponent that may affect my objectivity.
- ☐ I may derive professional or personal benefit from the outcome of the evaluation.

C. Perceived Conflict of Interest

- ☐ A reasonable person may perceive that my relationship with the proponent could affect my impartiality.

D. No Conflict of Interest

- ☐ I declare that I have no actual, potential, or perceived conflict of interest related to any innovation entry assigned to me.

If any conflict exists, please describe:



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Declaration

I certify that the information provided herein is true, complete, and accurate to the best of my knowledge. I understand that failure to disclose a conflict of interest may result in my inhibition from the evaluation process and may subject me to appropriate administrative action in accordance with existing DepEd rules and regulations.

Should a conflict of interest arise during any stage of the evaluation, I undertake to immediately disclose such circumstance to the Chairperson of the Evaluation Team.

Evaluator's Signature: _____

Printed Name: _____

Designation: _____

Date: _____

Action Taken by the Evaluation Team

- ☐ No Conflict Identified
- ☐ Evaluator Allowed to Participate
- ☐ Evaluator Inhibited
- ☐ Reassigned to Another Innovation Entry
- ☐ Other Action: _____

Reviewed by: _____

Position: _____

Date: _____

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Attachment F to Office Memorandum No. 01 2. 2026

EVALUATOR CONFIDENTIALITY AND INTEGRITY PLEDGE
Scalable Innovation Evaluation

As a designated Evaluator of the Scalable Innovation Program of the Schools Division Office of Bulacan, I recognize the importance of maintaining the integrity, objectivity, credibility, and confidentiality of the evaluation process.

Accordingly, I hereby pledge and commit to:

1. Perform my duties honestly, fairly, objectively, and professionally;
2. Evaluate innovation entries solely on the basis of approved criteria, evidence, and established standards;
3. Maintain strict confidentiality of all innovation proposals, supporting documents, evaluation records, deliberations, and results;
4. Refrain from discussing, disclosing, reproducing, or sharing any confidential information with unauthorized persons;
5. Avoid any action that may compromise the impartiality and credibility of the evaluation process;
6. Declare any actual, potential, or perceived conflict of interest and inhibit myself when necessary;
7. Protect all information entrusted to me and use such information solely for official evaluation purposes;
8. Exercise fairness, respect, and professionalism in all interactions related to the evaluation process; and
9. Uphold the core values of the Department of Education and maintain the highest standards of integrity throughout my service as an evaluator.

I understand that any breach of confidentiality, failure to disclose conflicts of interest, misuse of information, or violation of ethical standards may result in my disqualification from the evaluation process and may subject me to appropriate administrative action in accordance with applicable DepEd policies and regulations.



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Commitment Statement

responsibilities and obligations stated in this Confidentiality and Integrity Pledge. I commit to performing my duties as an evaluator with honesty, accountability, impartiality, and professionalism.

Signature over Printed Name: _____
Designation in the Evaluation Team: _____
Office/Unit: _____
Date Signed: _____

Witnessed by:

Chairperson, Scalable Innovation Evaluation Team
Date: _____

Certification by the Secretariat

Received by:

Name and Signature
Position: _____
Date Received: _____

These forms are suitable as official attachments to the SDO Bulacan Office Memorandum on the Designation of Evaluators for Scalable Innovations.

