



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475 | Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph) | Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

**DIVISION MEMORANDUM**

No. 130, s. 2019

TO: Assistant Schools Division Superintendent  
Schools Governance and Operations Division  
Public Elementary and Secondary Schools  
This Division

FROM: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
Assistant Schools Division Superintendent *JST*  
OIC, Office of the Schools Division Superintendent

SUBJECT: SUBMISSION OF INCOME GENERATING PROJECT (IGP) PROPOSAL FOR  
SCHOOL YEAR 2019-2020

DATE: June 25, 2019

1. To ensure effective and efficient management of school income generating projects, this Office directs all schools to submit their Income Generating Project Proposal for SY 2019-2020 on or before July 5, 2019.
2. All are directed to use the attached template (Please see attached IGP Proposal template) for the Income Generating Project (IGP) Proposal.
3. IGP Proposals shall be submitted to Maricris P. Quismundo, SEPS M&E, for consolidation on the above-mentioned deadline.
4. Further, for ranking of Master Teacher Applicants, only approved Income Generating Projects (IGP) shall be credited by the Personnel Selection Board.
5. For information, guidance and compliance.

SGOD/mpq



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## INCOME GENERATING PROJECT (IGP) PROPOSAL

School Year: 2019-2020

Name of IGP	Description	Purpose	Resources Needed	Source of Fund	Time Frame	Target Date	Person/s Involved	Target Amount
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Prepared by:

School Head

Noted:

Rolly B. Labis, EdD  
CES, SGOD

Approved:

Jesnar Dems S. Torres, PhD., CESE  
Assistant Schools Division Superintendent  
OIC, Office of the SDS

Services • Academics  
Leadership • Sports

**Tayo**  
PARA SA  
EDUKASYON

ELSA To the future... El Salvador! Excellence @ Leadership