



Department of Education
Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

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August 27, 2013

DIVISION MEMORANDUM

No. 225, s. 2013

TO : Education Program Supervisors Designates/Division Coordinators
Public Schools District Supervisors
Public Elementary/Secondary School Heads
This Division

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Deped-MALAYBALAY CITY
RELEASED

FROM :  **EDILBERTO L. OPLENARIA**
OIC, Schools Division Superintendent

Date: 8/28/13 Time: 8:10 AM
By: [Signature]

SUBJECT : **REVISED GUIDELINES ON THE SCHOOL'S INCOME GENERATING (IGP)
PROJECT UTILIZING IDLE LAND ON SCHOOL SITES**

DATE : **August 27, 2013**

Pursuant to Division Memorandum No. 76, s. 2010 re: Survey on the Income Generating Project (IGP), this Office has noticed that some schools failed to abide the policies relative on IGP operation. With this, there is a need to review/reiterate the policy and guidelines on how an Income Generating Project (IGP) utilizing idle School Sites may be operated by a school. Pursuant to R.A 9366 (General Appropriations Act for 2013) which explicitly authorizes augmentation of appropriation to all Public Elementary and Secondary Schools. The special provision under GAA, however, provides that the amounts collected shall be "deposited in a government depository bank, and shall be made available to cover expenses in support of other instructional programs of the school". Hence, the Division Office shall deposit all funds generated from IGP coming from the schools to a government bank in compliance with the law.

GENERAL GUIDELINES:

1. After satisfying the needed land area specified in the school site development plan such as playground, school gardens, school buildings, and other infrastructure needs of the schools, excess area can be utilized by the school for Income Generating Project/s (IGP). The income derived from said scheme shall be utilized exclusively for the promotion of the programs and project related to educational purposes.
2. The project/s should allow the transfer of technology to the school children by providing mechanisms for hands on activities or incidental teaching/learning experience in appropriate subjects such as APP/TLE, Science, and other relevant courses of study.

3. The project/s should conform to the school development plan and must contribute to the preservation of the environment. Leaseholders should conform to appropriate land use technology in the development of the area.
4. The Income Generating Project (IGP) Committee composed of the School Head as Chairman, the Faculty President as Secretary, PTA President shall be the Treasurer, and the Chairman on Committee Education of the Barangay Council where the school is located shall be the member of the committee.
5. The IGP may be undertaken by the following entities in the order of priority:
 - a. Teachers' Cooperatives
 - b. Teacher or Personnel of the School
 - c. Parents-Teachers Association
 - d. Individual/Organization
6. To any of the interested, should express their desire in writing to the School Head who is the Chairman of the IGP Committee where the subject idle land area is located, for review, recommendation and final approval by the Schools Division Superintendent through the IGP Committee of the school.
7. The Leasehold contract must be entered into by and between any of those qualified Lessee and the Schools Division Superintendent as Lessor with the School Head, as Chairman of the IGP Committee and School District Supervisor as witness. The lease contract shall be for two (2) years, it shall be subject for renewal, provided, priority consideration should be the need of the school concerned.
8. The contract in six (6) copies are to be provided to the following:
 - a. Schools Division Superintendent
 - b. School District Supervisor
 - c. Cashier-Division Office
 - d. School Heads/Secretary of the IGP Committee
 - e. Lessee
9. The rental paid for by the lessee in the use of the school site will be dependent on the prevailing rates in the area. Below are the suggested annual rental rates which will be subject for review at the end of every contract period:

Corn/Rice	P 15,000.00 (irrigated)	P 7,500.00 (Upland)
Sugarcane	P 15,000.00 (Plain Area)	P 12,500.00 (Rolling Area)

The above rental rates are not absolute, a much higher rate favorable to DepEd offered by the qualified lessee/ entity will be given consideration and priority.
10. Advance rental for two years shall be collected from the Lessee. Rentals shall be paid directly to the school who will deposit the same to the cashier of the Division Office. The same shall be treated as a trust fund for the concerned schools and shall be used solely for improvement of instruction.
11. The School Head as Chairman of the IGP committee shall render an annual financial report of the income and the expenditures on the funds acquired from the IGP, copy furnished the Schools Division Superintendent. The Faculty President being the IGP Secretary in the IGP Committee shall keep all the records/minutes of the meeting.