

Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 06-184 s, 2026

To: Assistant Schools Division Superintendent
CID Chief
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary LR Coordinators
All concerned
This Division

FULL IMPLEMENTATION OF PROJECT BANDONG – LEARNING RESOURCES

1. In support of the continuous strengthening of the Learning Resource Management Section (LRMS), this Office announces the full implementation of Project BANDONG (*Bridging Access for Networked Development and Organization of Needs-responsive Guided Learning Resources*), a centralized and needs-responsive digital system.
2. The project aims to institutionalize a systematic, efficient, and collaborative process for the development, quality assurance, management, digitization, publication, and utilization of learning resources across schools and districts. Specifically, it aims to;
 - a. strengthen the development and quality assurance processes of learning resources by establishing standardized and collaborative mechanisms among schools, districts, and the Division Learning Resource Management Section (LRMS).
 - b. enhance the organization, management, digitization, and publication of learning resources through a systematic workflow that ensures accessibility, accuracy, and compliance with established quality standards.
 - c. promote the effective utilization and sharing of quality-assured learning resources across schools and districts to support improved teaching and learning outcomes and foster a culture of collaboration and resource innovation.
3. In preparation for the institutionalization of the project, all districts are hereby encouraged to conduct school/district-level orientation and rollout activities on Project BANDONG to ensure its full implementation in schools. Public Schools District Supervisors (PSDSs), District Learning Resource Coordinators, and School Heads shall ensure that all concerned personnel are properly oriented and guided on the implementation procedures and workflows of the project.
4. All districts shall organize and establish their respective District Quality Assurance (QA) Teams. The composition of the District QA Team shall be in accordance with the





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attached guidelines (*Enclosure 1*). The finalized list of members shall be submitted and uploaded through the designated link to be provided by the Division Learning Resource Management Section (LRMS).

5. The salient features, implementation framework, workflow processes, roles and responsibilities, and supporting documents of Project BANDONG are attached to this Memorandum for reference and guidance (*Enclosure 2*).

6. Service credits may be granted to eligible teaching and non-teaching personnel who render services during district rollout and orientation activities conducted on weekends and holidays, subject to existing DepEd rules and regulations and the approval of the Schools Division Superintendent.

7. After the conduct of the district rollout and implementation activities, all districts shall submit their corresponding Accomplishment Reports (*Enclosure 3*), together with supporting documents and means of verification, to the Division Learning Resource Management Section (LRMS) using the prescribed format attached to this Memorandum.

8. For further queries and clarifications, please contact Neni E. Dumanjog, LR Manager, or Nathaniel A. Congreso, Jr., Project Development Officer II, through the Learning Resource Management Section.

9. Immediate and wide dissemination of this Memorandum is desired.

MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated
Reference: As stated
NONE

To be indicated in the Perpetual Index under the following subjects:

District Roll-out Implementation Innovation Project BANDONG

CID/ned
6/23/26



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Enclosure 1. District Quality Assurance Team

NAME OF DISTRICT
 LEARNING RESOURCE QUALITY ASSURANCE TEAM

NAME OF PSDS Chairperson	
NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (Math-Elem)	NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewers (Math-Sec)
NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (Science-Elem)	NAME OF TEACHER/SCHOOL HEAD Content Reviewer (Science-Sec)
NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (English-Elem)	NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (English-Sec)
NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (Filipino-Elem)	NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (Filipino-Sec)
NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (EPP)	NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (TLE)
NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (GMRC)	NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (EsP)
NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (Aral Pan-Elem)	NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (Aral Pan-Elem)
NAME OF TEACHER/SCHOOL HEAD 2 Content Reviewer (MAPEH-Elem)	NAME OF TEACHER/SCHOOL HEAD Content Reviewer (MAPEH-Sec)
NAME OF TEACHER/SCHOOL HEAD Content Reviewer (Kinder)	NAME OF TEACHER/SCHOOL HEAD Content Reviewer (Kinder)
NAME OF TEACHER/SCHOOL HEAD Content Reviewer (MAKABANSA)	NAME OF TEACHER/SCHOOL HEAD Content Reviewer (MAKABANSA)
NAME OF TEACHER/SCHOOL HEAD 2 Language Reviewer (English - Elem)	NAME OF TEACHER/SCHOOL HEAD 2 Language Reviewer (English - Sec)
NAME OF TEACHER/SCHOOL HEAD 2 Language Reviewer (Filipino-Elem)	NAME OF TEACHER/SCHOOL HEAD 2 Language Reviewer (Filipino-Sec)
NAME OF TEACHER/SCHOOL HEAD 2 Social Content Reviewer - Elem	NAME OF TEACHER/SCHOOL HEAD 2 Social Content Reviewer - Sec
NAME OF TEACHER/SCHOOL HEAD 2 Layout and Format Reviewer - Elem	NAME OF TEACHER/SCHOOL HEAD 2 Layout and Format Reviewer - Sec



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TERMS OF REFERENCE

Role	Responsibilities / Qualifications
Chairperson	<ol style="list-style-type: none">1. Ensure that the team is organized in compliance with the Division guidelines on the establishment of LR QA team.2. Ensure convention of school LR QA team for the evaluation of learning resources.3. Approve the composition of the school LR QA team.4. Oversee conduct of capacity-building activities for the school LR QA team.5. Monitor the conduct of LR evaluation activities.
Content Reviewer	<ol style="list-style-type: none">1. Review teacher-developed learning resources and its alignment with curriculum objectives, appropriateness, and relevance.2. Use appropriate tools for evaluating learning resources.3. Give suggestions for improvement of learning resources.4. Recommend to the Division LR QA team learning resources qualified for division-wide utilization and uploading in Online Learning Space.
Language Reviewer	<ol style="list-style-type: none">1. Must be an English/Filipino department head or Master Teacher specializing in Languages MTB-MLE/English/Filipino.2. Review learning resources for language errors (e.g., coherence and clarity of thought, grammar and syntax, spelling and punctuation, consistency in style, and contextualized translation of materials).3. Recommend revisions based on findings.4. Check and proofread LRs to ensure corrections were addressed.
Social Content Reviewer	<ol style="list-style-type: none">1. Ensure that the learning resource follows the prescribed DepEd Social Content Guidelines.
Layout and Format Reviewer	<ol style="list-style-type: none">1. Must have a background on illustration and layout.2. Review overall layout and format to ensure congruency with skill/competency, social content, and appropriateness towards its target users.3. Check layout design for clarity and consistency.4. Recommend suggestions for improvement of illustrations and layout.



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Enclosure 2. Salient Features, Implementation Framework, Workflow Processes, Roles and Responsibilities

WHAT IS BANDONG?

A unified platform for Siargao learning resource management

Project BANDONG is a centralized digital platform that integrates learning resource development, quality assurance, publication clearance, repository management, inventory monitoring, distribution, utilization tracking, and analytics for all schools in the division.



Division-wide alignment

Brings every elementary and secondary school in Siargao onto one shared LRMS platform.



Needs-responsive resources

Supports the MATATAG Agenda and revised K to 10 curriculum with contextualized, quality-assured materials.



Workflow integration

Unifies development, review, clearance, repository, inventory, and analytics in one coordinated system.



Evidence-based decisions

Uses real-time reports and monitoring to improve utilization, accountability, and planning.

USER ROLES

Who uses BANDONG?

BANDONG serves five distinct roles. Teachers are the primary beneficiaries — every other role exists to ensure the quality of materials that teachers access.



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Teacher / Author Primary User

Front-line users of the Library

Library + My Materials

- ✓ Search and download quality-assured materials
- ✓ Author and submit new learning materials
- ✓ Track submission status through QA stages
- ✓ Revise and resubmit returned materials
- ✓ Confirm assigned clearance documents (if signatory)



QA Reviewer — District

Tier-1 content and language review

QA Review (District Queue)

- ✓ Review materials from their assigned district
- ✓ Evaluate content accuracy and language quality
- ✓ Return for revision or advance material
- ✓ Attach review evidence files
- ✓ All review history is retained and auditable



Admin

Full division-wide management

All Modules

- ✓ Manage users, schools, roles, and assignments
- ✓ Configure clearance signatories and subjects
- ✓ Tag materials for publication clearance
- ✓ Publish cleared materials to the Library
- ✓ Access download analytics and reach data



Assigned Signatory

Paperless document confirmation

My Confirmations

- ✓ Receive assigned clearance documents in queue
- ✓ Confirm with digital signature snapshot
- ✓ EPS-LRMS, CID-CHIEF, SDS specialty roles
- ✓ Same person can hold multiple confirmation roles
- ✓ Annex 6 upload and approval flow (where applicable)



QA Reviewer — Division

Tier-2 division-level oversight

QA Review (Division Queue)

- ✓ Access unlocked only after Tier-1 is complete
- ✓ Division-wide evaluation scope
- ✓ Required — must complete before Ready for Publish
- ✓ Same review actions and history as district QA
- ✓ Required per material submission



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END-TO-END PROCESS

The 10-Stage Material Workflow

Every material in BANDONG follows this structured path. No stage can be skipped — the system enforces the sequence automatically.



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DepEd Siargao



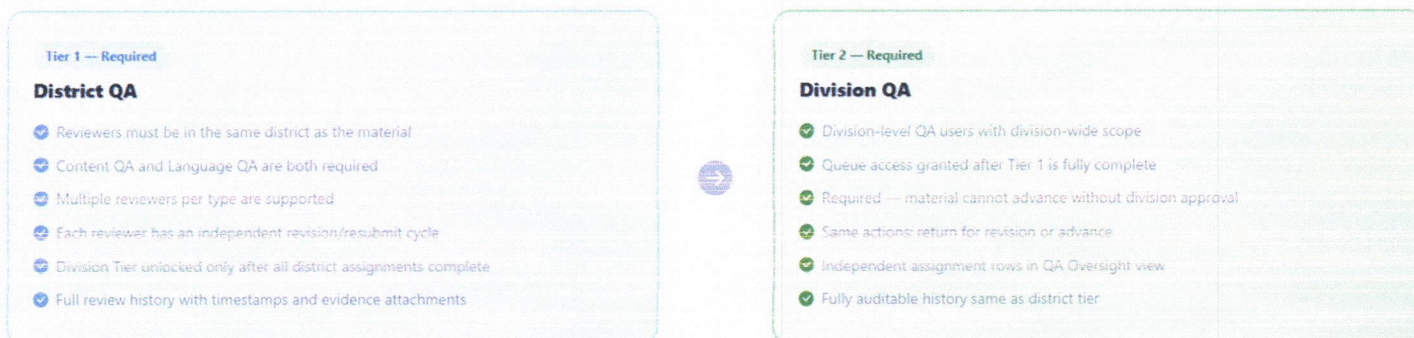
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QUALITY ASSURANCE

Two-Tier QA System

BANDONG enforces a two-tier quality review gate. District reviewers must complete their evaluation before division reviewers gain access — ensuring locality-aware review before higher-level oversight.



Clearance Gate: The system only transitions a material to *Ready for Publish* when there are no active QA assignments and both **content** and **language** QA types have confirmed approval actions. Partial approvals or type-only approvals are not sufficient.



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Enclosure 3. Activity Completion Report

TITLE OF THE ACTIVITY	DATE/TIME	PLACE/VENUE
DETAILS OF THE ACTIVITY		
<i>Description of the activity:</i>		
<i>Highlights (Insights / relevant learning / issues and concerns):</i>		
<i>Relevant Learning:</i>		
<i>Issues and Concerns:</i>		
<i>Recommendations/Actionable Items:</i>		

Separate Page for MOVs

Prepared by:

District LR
Name and Signature

NOTED:

PSDS
Name and Signature



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