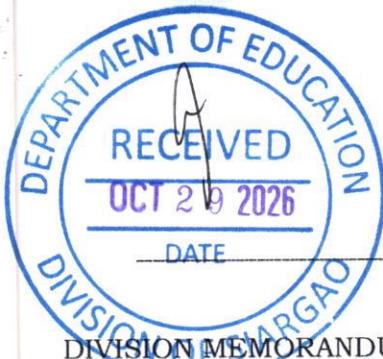




Republic of the Philippines
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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **10-328**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

**DIGITIZATION, QUALITY ASSURANCE, REFINEMENT, FINALIZATION AND
DIGITAL REPOSITORY WORKSHOP – BATCH 2**

1. The Schools Division of Siargao, through the Curriculum Implementation Division–Learning Resource Management Section (CID-LRMS), shall conduct Batch 2 of the Digitization, Quality Assurance, Refinement, Finalization, and Digital Repository Workshop on November 6–8, 2026, at EY Miner Suites, Surigao City.
2. The workshop aims to strengthen the competencies of teacher-developers, illustrators, and learning resource evaluators in the digitization, quality assurance, and digital management of SLMs and other learning resource materials. Specifically, it seeks to
 - a) facilitate the systematic digitization and enhancement of identified learning resources,
 - b) ensure compliance with applicable learning resource quality standards through appropriate evaluation and refinement processes, and
 - c) improve the organization, metadata, accessibility, and utilization of quality-assured resources through the division's digital repository.
3. The participants are composed of identified teacher-developers, illustrators, and learning resource evaluators. The official list of participants with their respective terms of reference is attached as an enclosure to this Memorandum. Participants are expected to actively engage in the assigned digitization, evaluation, quality assurance, refinement, and repository enhancement activities and complete the required outputs within the prescribed workshop period.
4. All participants are required to bring their laptops, extension wires, and printed Budget of Work (BOW) corresponding to their assigned learning resources.
5. Teacher-participants who have scheduled classes during the workshop shall coordinate with their respective school heads and secure appropriate arrangements for Alternative Delivery Mode (ADM) or other authorized learning delivery arrangements for learners who will be left in their classes. School heads should ensure that the continuity



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of learning is maintained during the participation of the concerned teachers in the workshop.

6. Participants who render services during the workshop activities scheduled on Saturdays and Sundays shall be granted service credits, subject to applicable DepEd policies, rules, and regulations governing the grant of service credits.

7. The activity is live-in, with free accommodation and meals provided for the participants. The first meal to be served shall be breakfast on November 6, 2026, and the last meal shall be dinner on November 8, 2026.

8. Travel expenses and other allowable expenses incurred in connection with the conduct and participation in the workshop shall be charged against available local funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.

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

10. 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:

Digitization Quality Assurance Workshop Batch 2

CID/ned
10/29/26



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Enclosure 1. Activity Matrix

Time	Topic	Facilitator	Expected Output
Batch 2			
DAY 1 – Orientation of Writers and Quality Assurance Team – November 6, 2026			
8:00–8:30 AM	Registration and Opening Program	PMT	Participants registered and oriented
8:30–9:00 AM	Roles and Responsibilities of Writers, QA Team, and Layout Artists	Neniel E. Dumanjog - EPS	Clear understanding of individual roles and deliverables
9:00–10:00 AM	Layout, Formatting, and Digital Conversion – ADM LR Standards	Nathaniel A. Congreso, Jr. – PDO II	Writers and QA Team oriented on DepEd standards, policies, and timelines
10:00–12:00 NN	CANVA 101: Designing Engaging and Interactive Digital Learning Resources	Laurix Marx N. Congreso – T III	completed and visually engaging digital learning resource design
12:00–1:00PM	Lunch Break		
1:00–2:00PM	Downloading of ILAW format Lesson Plan	Teacher-Developers	Downloaded LPs
2:00–5:00PM	Review and Checking of ILAW-Lesson Plans	LA Supervisors and Teacher-developers	Reviewed & Checked LPs
DAY 2 – Development Workshop – October 7, 2026			
8:00 – 12:00NN	Transforming Learning Content into Interactive Digital Learning Resources	John Kimweel B. Penecitos – ADS II	completed and functional interactive digital learning resource developed
12:00–1:00PM	Lunch Break		
1:00–2:00 PM	Assignment of SLM Development Tasks	Neniel E. Dumanjog – EPS-LR	Development plan and writing assignments completed
2:00–6:00 PM	Workshop 1: Digitization		
DAY 3 – PRESENTATION AND CRITIQUING OF OUTPUT – November 8, 2026			
8:00–12:00 AM	Workshop 1: Continuation	Nathaniel A. Congreso, Jr – PDO II	Draft
12:00–1:00PM	Lunch Break		
1:00–2:00 PM	Uploading of Digitized and Interactive Presentation	Teacher-developers	
2:00–5:00 PM	Peer Review and Coaching Sessions	QA Team / Subject Specialists	Initial comments and recommendations documented



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Enclosure 2. List of Participants

Participants	Position	Office / School
1. Manuel O. Caberte	SDS	Division Office
2. Roel T. Diamante	ASDS	Division Office
3. Gemna G. Pobe	Chief ES	CID
4. Fernando A. Dones, Jr.	EPS – Aral Pan/Content Evaluator	CID
5. Relyn D. Raza	EPS - Science/Content Evaluator	CID
6. Florangel S. Arcadio	EPS - Math/Content Evaluator	CID
7. Randy A. Rudila	EPS - Filipino/Content Evaluator	CID
8. Elias G. Brina	EPS - MAPEH/Content Evaluator	CID
9. Marites T. Penera	EPS - English/Content Evaluator	CID
10. Luz Sandra R. Fernandez	EPS – EPP/TLE/Content Evaluator	CID
11. Aniesol C. Lasala	EPS - ALS/Content Evaluator	CID
12. Neni E. Dumanjog	EPS - LR/Layout & Design Evaluator	CID
13. Emilie C. Pomoy	PSDS/Content Evaluator	CID
14. Julius P. Tesiorna	PSDS/Content Evaluator	CID
15. Regemie A. Alburo	PSDS/Content Evaluator	CID
16. Rolando S. Sapuras	PSDS/Content Evaluator	CID
17. Girlie Joi Bamba C. Sanico	PSDS/Content Evaluator	CID
18. Sarachen L. Sangco	PSDS/Content Evaluator	CID
19. Joseph D. Solana	PSDS/Content Evaluator	CID
20. Leah G. Mones	PSDS/Content Evaluator	CID
21. Kathleen M. Jornales	PSDS/Content Evaluator	CID
22. Marites M. Petallo	PSDS/Content Evaluator	CID
23. Nathaniel A. Congreso, Jr.	PDO II/Layout & Design Evaluator	CID
23. Cristy S. Forcadilla	MT III/Content Evaluator	Dapa NHS
24. Ivie T. Lagarde	MT II/Content Evaluator	San Benito NHS
25. Joris T. Sulima, RGC	MT I/Content Evaluator	Dapa NHS
26. John Kimweel B. Penecitos	ADAS II	San Benito NHS
27. Lowela B. Espanto	EPsII - HRD	SGOD
28. Aquino D. Garcia	SEPS – M&E	SGOD
29. Alejo D. Obrial	P I/Content Evaluator	Burgos NHS
30. Kenneth I. Savandal	T III/Content Evaluator	San Isidro NHS
31. Cherry Irene C. Agan	MT II/Content Evaluator	Del Casrmen NHS
32. Jacqueline E. Gubaton	HT II/Content Evaluator	Magsaysay ES
33. Jonathan C. Gubantes	P II/Content Evaluator	General Luna NHS
34. Methos Lian Juanite	P I/Content Evaluator	Atoyay ES
35. MARICHU SURATOS	MT II/Content Evaluator	GLNHS
36. Jexan J. Garido	T III/Content Evaluator	SOCES
37. Ma Leanez E. Espanola	HT I/Content Evaluator	Datu ES



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38. Carmen G. Guilaran	P III/Content Evaluator	Numancia CES
39. Catherine E. Mira	MT II/Content Evaluator	Dapa CES
40. Maisan P. Mascardo	P IV/Content Evaluator	SOCES
41. Pilar G. Seregal	MT II/Content Evaluator	Pilar CES
42. Mariphyl B. Oliva	MT II/Content Evaluator	Numancia CES
43. Rosemarie C. Reyes	MT II/Content Evaluator	GLCES
44. Alda G. Minorca	P IV/Content Evaluator	DENMS
45. Jesette Dolar	P I/Content Evaluator	Libertad ES
46. Milky Marie O. Tayer	P I/Content Evaluator	Jaboy ES
47. Irene G. Domagtoy	MT II/Content Evaluator	DCES
48. Chanda Sinday	MT II/Content Evaluator	Don Paulino ES
49. Mar Flor Arlan	P I/Content Evaluator	Alegria ES
50. GLENALYN GARCITOS	MT I/Content Evaluator	Consuelo ES
51. JEN J. RUDILA	MT II/Content Evaluator	SOCES
52. JERSON CONSISTENTE	MT II/Content Evaluator	GLCES
53. Jeorlyn C. Gopico	Nurse II	SGOD
54. Sheena Gocela	AO II/Documenter	Cabitoonan ES
65. Brylle Henson F. Luna	AO II/Documenter	Mabini ES

Teacher Developers

Learning Area	No.	Name	Position	District
Aral Pan 5	1	Elieron S. Rosello	TI	Dapa East
	2	Jonathan P. Nagar	TI	Pilar
	3	Estela P. Saldua	TIII	Sapao
	4	Jackie Lou C. Pomoy	TIII	Dapa East
English 5	5	Roselene E. Escobal	T I	BurSan
	6	Rhea A. Cuevas	T II	Sapao
	7	Jeanvie S. Rudela	T III	Socorro East
	8	Brenda Marie C. Consigna	T II	San Isidro
Science 5	9	Leah Mae D. Mecompal	T-III	Bursan
	10	Mabel C. Pacquiao	T-III	Numancia
	11	Diether E. Patagan	T-I	Dapa West
Mathematics 5	12	Anamae B. Garcia	T-III	Gen. Luna
	13	Sharon E. Alcala	T-II	Sto. Nino ES
	14	Cecille T. Navarro	T-III	Dapa CES
	15	Rico L. Monter	T-III	DENMS
GMRC 5	16	Julius Taro	TIII	Socorro East
	17	Jerry R. Buntad	TIII	Socorro West
	18	Benito T. Abadiez	TIII	San Isidro
MAPEH 5	19	Reynaldo Talisic	T-III	Pilar CES
	20	Mercidita Tisang	T-III	Alegria ES



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	21	Angelica N. Gonzales	T-I	Maasin ES
	22	Gaimary P. Billona	T-III	Tangbo ES
Filipino 5	23	JOVELYN TARO	T-III	GEN.LUNA
	24	JONITO C.TORDICILLAS	T-I	NUMANCIA
	25	ELLEN GOLO	T-I	SAN ISIDRO
	26	CRISTINA BOTONA	T-III	SAPAO
EPP 5	27	Elivir M. Sinday (Male)	T-I	Maribojoc ES
	28	Lloyd R. Pitong (Male)	T-I	San Miguel ES
	29	Jonna Mae C. Ranza (Female)	T-II	Bagacay ES
	30	Junry S. Pagula	T-II	Garcia ES
Aral Pan 8	31	Ma. Chona A. Carduza	T-I	Socorro East
	32	Shekina C. Despoy	T-VI	Socorro West
	33	Jerry C. Jugar	T-I	Socorro East
English 8	34	Veama E. Mondragon	T II	Socorro West
	35	Sofama T. Blase	T III	Gen. Luna
	36	Maria Eva T. Belarmino	T III	Dapa East
	37	Riza Taborada	T II	Dapa West
Science 8	38	Susan L. Abao	T-I	Numancia
	39	Terdie Espaldon	T-I	Dapa East
	40	Mechielle G. Pernia	T-I	Bursan
	41	Love Joy F. Mantilla	T-I	Bursan
Mathematics 8	42	Krizel Jane M. Antigro	T-II	Nueva Estrella NHS
	43	Jerome D. Coniato	T-II	Burgos NHS
	44	Yanneza Jean M. Samson	T-I	Pilar NHS
	45	Joanne Platil	T-II	Sapao NHS
GMRC 8	46	Peter John Casio	TI	Sapao
	47	RJ Escosura	TI	GL
	48	Jerra Rose Banaybanay	TI	Socorro East
MAPEH 8	49	Calvin Moral	T-I	Sta. Fe NHS
	50	Juary Mondragon	T-III	Socorro NHS
	51	Francis Al Esparrago	T-III	Dapa NHS
Filipino 8	52	JOHN HILTER ESPALDON	T-II	CONSOLACION NHS
	53	AIME CUIZON	T-III	LIBERTAD NHS
	54	NOVELYN D.RAMIREZ	T-III	Dagohoy NHS
	55	Blesemie C. Botona	T-I	Sapao NHS
EPP 8	56	Antonio A. Compra (Male)	MT-I	Roxas NHS
	57	Jovelyn P. Cada (Female)	T-I	Pilar NHS
	58	James Ryan M. Arcular (Male)	T-I	Gen. Luna NHS
	59	Mary Ann Sol Balbarino	T-III	Socorro NHS



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Enclosure 3. Term of Reference

Role/ Designation	Purpose/ Function	Terms of Reference / Key Responsibilities	Expected Outputs
Teacher- Developers	Develop and digitize learning resources based on identified learning competencies, standards, and prescribed learning resource development guidelines.	1. Review and analyze the assigned learning resource and identify content, competencies, and learning activities to be digitized. 2. Convert approved learning resources into appropriate digital and interactive formats. 3. Ensure that the digitized material is aligned with the curriculum, learning competencies, and intended learning outcomes. 4. Incorporate appropriate multimedia elements, hyperlinks, interactive activities, and learner engagement features, when applicable. 5. Ensure accuracy, appropriateness, accessibility, and functionality of the developed digital learning resource. 6. Revise the resource based on the comments and recommendations of content and design evaluators. 7. Comply with prescribed file formats, naming conventions, metadata, and repository requirements. 8. Submit the completed and revised digital learning resource and corresponding documentation within the agreed timeline.	• Digitized learning resources • Editable/source files • Final digital files • Completed metadata/information sheets • Revised resources incorporating QA recommendations
Content Evaluators	Ensure the accuracy, relevance, curriculum	1. Examine the content of the assigned learning resource against the applicable curriculum	• Accomplished content evaluation/QA tool • Consolidated comments and recommendations



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	alignment, appropriateness, and quality of the content of digitized learning resources.	standards, competencies, and learning outcomes. 2. Validate the accuracy, relevance, completeness, and currency of concepts, information, examples, and activities. 3. Check the appropriateness of language, illustrations, examples, and activities for the intended grade level and learners. 4. Check alignment among learning objectives, content, learning activities, assessment tasks, and expected outcomes. 5. Identify factual, conceptual, grammatical, contextual, and instructional errors. 6. Review the integration and accuracy of multimedia and supplementary content used in the resource. 7. Accomplish the prescribed content quality assurance/evaluation tool and provide specific recommendations for improvement. 8. Validate revisions made by the teacher-developers and recommend the resource for approval once quality standards are met.	- Validated and corrected content - Final content validation report/recommendation
Layout and Design Evaluators	Ensure that the visual presentation, usability, readability, accessibility, and technical design of digitized learning resources conform to prescribed standards.	1. Evaluate the overall visual design, layout, typography, graphics, color, spacing, and organization of the digital learning resource. 2. Check consistency of design elements, templates, headings, icons, buttons, navigation, and page/screen presentation. 3. Assess the readability, accessibility, learner-friendliness, and	- Accomplished layout and design evaluation/QA tool - Consolidated design recommendations - Validated layout and design - Final design/technical validation report



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		appropriateness of visual elements for the target learners. 4. Check the quality, relevance, resolution, placement, and proper attribution of images, illustrations, audio, video, and other multimedia elements. 5. Test hyperlinks, navigation buttons, interactive elements, embedded media, and other digital functionalities for usability and consistency. 6. Identify design, formatting, accessibility, and technical issues that may affect learner engagement or use of the resource. 7. Accomplish the prescribed layout and design evaluation/QA tool and provide specific recommendations. 8. Validate revisions made by the teacher-developers and recommend the resource for finalization once standards are satisfied.	
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