



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID - 2024 - 0166

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, Schools Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

Subject : **REQUEST FOR DISSEMINATION OF INFORMATION FOR  
THE PROPOSED MATATAG E-LIBRARY**

Date : March 13, 2024

Pursuant to Regional Memorandum CLMD-2024-111, re: Request for Dissemination of Information for the Proposed MATATAG E-Library, this office thru Curriculum Implementation Division advises all division personnel to help disseminate to potential digital service suppliers to participate in the project.

The terms of reference for the said project is attached for reference. Queries and other related concerns may be directed to Juan Carlos Sarmiento, Supervising Education Program Specialist of the BLR Quality Assurance Division through Viber at 09674208211 or email at [juancarlos.sarmiento@deped.gov.ph](mailto:juancarlos.sarmiento@deped.gov.ph) copy furnish [blr.lrquad.deped.gpv.ph](mailto:blr.lrquad.deped.gpv.ph) and [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph).

Details of this memorandum are found in the enclosure.

Immediate dissemination and compliance of this Memorandum is desired.

**JINKY B. FIRMAN, CESO VI**  
OIC, Schools Division Superintendent

**RELEASED**

**MAR 14 2024**

RECORDS SECTION - SDO PANABO CITY  
Enc. as stated  
doc://CID/jej/cma



Records



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
CLMD-2024-111

To : Schools Division Superintendents  
Subject : REQUEST FOR DISSEMINATION OF INFORMATION  
FOR THE PROPOSED MATATAG E-LIBRARY  
Date : February 28, 2024

Pursuant to Memorandum BLR-2024-02 dated February 23, 2024, **re: Request for Dissemination of Information for the Proposed MATATAG e-Library**, this Office advises the Schools Division Offices (SDOs) to help disseminate to potential digital service suppliers to participate the project.

Details of this Memorandum are found in the enclosure.

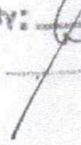
Immediate dissemination and compliance to this Memorandum is directed.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION (D.O.)  
RECORDS SECTION  
**RELEASED**

Enclosed: As stated.

ROC12/aca

BY:   
DATE: Feb. 29, 2024  
20208



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedoxi.ph






Republic of the Philippines  
**Department of Education**  
 BUREAU OF LEARNING RESOURCES

DEPARTMENT OF EDUCATION (DEP-ED)  
 RECORDS SECTION  
**RECEIVED**  
 Date: 2-26-24 Time: 10:36

Office of the Director

**MEMORANDUM**  
 BLR-2024-02-335

**FOR :** REGIONAL DIRECTORS  
 REGIONAL INFORMATION TECHNOLOGY OFFICERS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 DIVISION INFORMATION TECHNOLOGY OFFICERS

**FROM :**   
 ARIZ DELSON ACAY D. CAWILAN  
 Director IV

**SUBJECT :** REQUEST FOR DISSEMINATION OF INFORMATION FOR THE  
 PROPOSED MATATAG E-LIBRARY

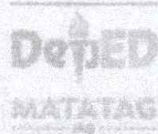
**DATE :** February 23, 2024

The Department of Education (DepEd) through the Bureau of Learning Resources (BLR) will be procuring services for the development of the MATATAG e-Library. The e-Library shall be the official repository of copyrighted digital textbooks and other DepEd learning resources. Relative hereto, may we request the dissemination of this memorandum to the suppliers of digital services in your respective regions and divisions, who may be interested to participate in the said project.

The terms of reference (TOR) for the said project is attached for reference. Queries and other related concerns may be directed to **Juan Carlos Sarmiento**, *Supervising Education Program Specialist*, of the BLR-Quality Assurance Division through Viber at **09674208211** or email at [juancarlos.sarmiento@deped.gov.ph](mailto:juancarlos.sarmiento@deped.gov.ph) copy furnish [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph) and [blr.lrqad@deped.gov.ph](mailto:blr.lrqad@deped.gov.ph).

For your consideration and appropriate action.

LRQAD-2024-02-115



(BLRM) Ground, Bonifacio Building, DepEd Complex, Morice Avenue, Pasig City; (02) 5634-1072; 8634-0901; 8634-1054;  
 (BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948  
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Republic of the Philippines  
**Department of Education**  
 BUREAU OF LEARNING RESOURCES

February 26, 2024

**REQUEST FOR INFORMATION**

To our prospective suppliers:

The Bureau of Learning Resources (BLR) will be procuring services for the development of an electronic library that shall serve as a repository of all digital learning resources (e.g. textbooks, story books, video lessons, etc.). In this regard, please accomplish this RFI detailed as follows:

MILESTONES	TECHNICAL SPECIFICATIONS	UNIT COST
Phase 1: <b>E-Library Module</b> <ul style="list-style-type: none"> <li>• Visually engaging and child-friendly interface</li> <li>• Design to accommodate various types of educational materials with huge number of accesses 24/7</li> <li>• Well-defined user-level access</li> <li>• Provision for tagging and information dropdowns for Dashboard analytics</li> <li>• Sign in with Microsoft for learners and Google for DepEd Personnel</li> <li>• Single-sign on feature</li> <li>• Detailed and specific search and tagging functionality</li> <li>• Auto-enrollment from DepEd LIS</li> </ul>	<ul style="list-style-type: none"> <li>• Domain, domain hosting, and cloud hosting is <b>NOT</b> included</li> <li>• Developed using PHP Laravel Documentation with any other programming language at the discretion of the winning supplier that will work on a Linux operating system</li> <li>• 3-year maintenance and knowledge transfer included</li> </ul>	
Phase 2: <b>Quality Assurance Module</b> (For complete details please see the project terms of reference through this link <a href="https://tinyurl.com/e-LibraryTOR">tinyurl.com/e-LibraryTOR</a> )		
<b>TOTAL COST</b>		

For assistance, submissions and other concerns please course it through our *Supervising Education Program Specialist, Juan Carlos Sarmiento* at [jc.sarmiento@deped.gov.ph](mailto:jc.sarmiento@deped.gov.ph), copy furnish [blr.lrqad@deped.gov.ph](mailto:blr.lrqad@deped.gov.ph).

Thank you in anticipation of your positive response to this concern.

Accomplished by: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 (Signature over Printed Name)

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Requested by: **ARIZ DELSON ACAY D. CAWILAN**  
 Director IV



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 (BLRC) Ecotech Compound Sudlon, Lahug, Cebu City, (032) 230-7939; (032) 230-7948

Email Address: [blr@deped.gov.ph](mailto:blr@deped.gov.ph); [lrqad@deped.gov.ph](mailto:lrqad@deped.gov.ph); [lrqad@deped.gov.ph](mailto:lrqad@deped.gov.ph); [lrqad@deped.gov.ph](mailto:lrqad@deped.gov.ph)



Dept of Philippines



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Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Name of the Activity: **Procurement of Services for the Development of the MATATAG E-Library Portal**

Budget: **TBA**

End User: **Bureau of Learning Resources**

**Terms of Reference**

**A. Phase 1: General Provisions**

1. Develop an E-Library with a visually engaging and user-friendly interface enhancing the overall user experience. Prospective suppliers shall have completed a similar project and shall be presented during the post-qualification.
2. **Domain, domain hosting, and cloud-hosting shall be handled by the Information and Communications Technology Services (ICTS) hence, is not included in this project.**
3. The project is expected to be completed and implemented in two (2) phases. It is understood that all phases are interoperable to ensure that latter phases shall continue upon completion of the former. Phase 1 is expected to be completed by October 31, 2024. Phase 2 shall be completed by December 31, 2024.
4. Upon completion of Phase 1, the winning supplier shall be eligible for partial payment subject to the approval of DepEd authorities and existing procurement, accounting and auditing rules and regulations.
5. Upon acceptance, the service is inclusive of a 3-year service warranty and maintenance primarily for debugging, minor revision, technical support, and knowledge transfer. The first year of service warranty includes one (1) personnel physically reporting at the BLR Office to perform such functions. Succeeding years of service warranty may be done remotely.
6. The interface shall be visually engaging comparable to some video streaming sites (YouTube, Netflix, iWant, Amazon, Disney+, HBOGo, etc.) yet color shall be warmly pleasing and child-friendly.
7. The system shall be designed to accommodate various types of educational materials such as PDFs, videos, audios, interactive books, and more. Users need not login to view **non-copyrighted** contents. However, they shall login to download non-copyrighted contents. On the other hand, users need not to

LRQAD-2024-01



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(BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948  
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DepEd Philippines

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login to view details of **copyrighted** contents. They shall, however, login to view the contents of copyrighted items.

8. The 2023 enrollment stands at 26,921,490. Hence, the system shall be designed to accommodate huge number of accesses per day. It shall also be designed to allow 24/7 access by learners and teachers.
9. User level access shall be completed. This function shall be integrated with the API feature in letter **C. Systems Design and Development**. The winning supplier shall coordinate with the ICTS for this matter.
10. The service shall provide administrators with insights through dashboard analytics per material uploaded including performance statistics. Additionally it must offer data and reports on:
  - Top keyword searches
  - Number of accessed and/or downloads per material.
  - Most active schools
  - Most active School Divisions
  - Number of learners and teachers (per school, per Division and/or region)
  - Number of learners (per grade level and/or per track in case of SHS)
  - Viewing patterns of learners and teachers
  - Time preferences
  - Learning area preferences
11. Dashboard analytics as specified in item number 10 shall also be available. The following is the summary of tags and dropdowns that should have dashboard analytics. Some of the tags and dropdowns are further explained in Phase 2.
  - Regions
  - Copyrighted
  - Non-Copyrighted
  - Province / City / Municipality / SDO
  - Grade Level
  - Subject Area
  - For Cataloguing
  - For QA Assignment
  - For Division QA
  - Return to Author/Developer
  - Recommended for Regional QA
  - For Revision
  - For Regional QA
  - Recommended for Final QA
  - For Consideration
  - Recommended for Publication
12. Tags and dropdowns mentioned in item number 11 are subject to minor changes. Hence, codes and scripts to be used shall be flexible enough to accommodate additional information.
13. **All users can only login to one device at a time.** Public school learners can only login using their Microsoft account ([@tenant.deped.gov.ph](mailto:@tenant.deped.gov.ph)). DepEd



Employees can only login using their Google Workspace account (@deped.gov.ph). While other users shall perform one time registration using a valid email address.

14. Create a comprehensive (detailed and specific) search functionality and tagging features to facilitate efficient material retrieval within the E-Library. The e-library shall have the following tagging features:
    - All materials shall have provision for regional tagging. For instance, materials tagged for Region 1 will only be available for learners and teachers from Region 1 and so on.
    - Provision for Grade Level tagging shall also be available. For instance, materials tagged for Grade 1, will only be the materials available for Grade 1 learners.
    - Multiple tagging shall be allowed. If a material is tagged as for Grade 1 and Grade 2, then the material will be accessible for both grade levels.
    - Other tagging features (i.e. Learning Area such as English, Mathematics, Science, etc.) will be identified during development.
  15. Provision for auto-enrollment using API with DepEd's Learner's Information System (LIS) shall be available. The winning supplier shall coordinate with ICTS on this matter.
  16. The supplier should perform knowledge transfer to DepEd authorized representatives including complete system documentation. Complete system documentation shall follow a predetermined template.
- B. Phase 2: The Quality Assurance Module** - Introduce a "Metadata Module" or a function for material uploaders with tagging capabilities, streamlining the uploading and quality assurance processes, hence enhancing content organization. It shall have the following flow of actions:
1. User uploads learning material (LMs) and will be automatically tagged "**For Cataloguing**". In uploading LMs, the following fields shall be required to be called as "METADATA":
    - Learning Area
    - Target Grade Level
    - Learning Competency (shall be aligned with the MATATAG Curriculum)
    - Brief Description
  2. LMs tagged as "**For Cataloguing**" shall be automatically available on the dashboard of the Division Librarian. The Division Librarian checks the completeness and accuracy of the METADATA. The Division Librarian then tags the LMs as "**For QA Assignment**".
  3. LMs tagged as "**For QA Assignment**" shall be automatically available on the dashboard of the Education Program Supervisor (EPS) for LRMS. The EPS then assigns two (2) personnel (either a Principal, Public Schools District Supervisor or Education Program Supervisor) to quality assure the LM. The LM is then tagged as "**For Division QA**".



4. Using a predetermined score sheet, the assigned Division **"QA Personnel"** shall then validate the LMs based on the standards set by DepEd BLR. Together with a space or field for the QA Personnel's comments and suggestions, the following buttons shall be available:
  - o **Recommended for Regional QA**
  - o **Return to the Author/Developer**
5. If **"Returned"**, the LM shall be returned to the owner's dashboard for correction and consideration. Upon revision, the owner shall reupload the LM.
6. Reuploaded LMs shall be automatically available on the dashboard of the Regional Librarian and will be automatically tagged as **"For Regional QA"**. This principle shall also apply to LMs tagged as **"Recommended for Regional QA"** by the Division QA Personnel.
7. LMs tagged as **"For Regional QA"** shall be assigned to at least two (2) personnel (either a Principal, PSDS or EPS) to quality assure the LM. The LM is then tagged as "For 2<sup>nd</sup> Level Evaluation".
8. **By default**, Division LR Supervisors are automatically one (1) of the two (2) members of "Regional QA Personnel" to be assigned to review an LR.
9. Assigned Regional "QA Personnel" shall then validate the LMs based on the standards set by DepEd BLR. Together with a space or field for the QA Personnel's comments and suggestions, the following buttons shall be available:
  - o **Recommended for Final QA**
  - o **For Revision (Return to the Owner)**
10. If **"For Consideration"**, the LM shall be returned to the owner's dashboard for consideration. Upon revision, the owner shall reupload the LM. Reuploaded LMs shall be automatically available on the dashboard of the DepEd BLR and will be automatically tagged as "For Final QA". This principle shall also apply to LMs tagged as "Recommended for Final QA" by the Regional QA Personnel.
11. LMs tagged as "For Final QA" **may be** assigned again to the same regional QA Personnel for quality assurance or it may also be **approved** for publication.
12. By default, Regional LR Supervisors are automatically one (1) of the two (2) members of the "National QA Personnel".
13. Assigned National "QA Personnel" shall then validate the LMs based on the standards set by DepEd BLR. Together with a space or field for the QA Personnel's comments and suggestions, the following buttons shall be available:
  - o **Recommended for Publication**
  - o **For Consideration (Return to the Owner)**



14. Once approved for publication, a Certificate of Publication shall automatically be available on the author/developer's dashboard for printing.

15. All published LR's shall be linked to the DepEd E-Library Facebook Page stating: "A New LR has been Published!" with all the necessary metadata and/or details to be posted.

#### C. **Agreements and Copyright**

1. The winning supplier shall sign a Non-Disclosure Agreement (NDA) relating to all activities and contents to be used and conducted in the entire duration of the project.
2. The winning supplier shall also sign an affidavit of undertaking stating that the project output and its contents shall be owned solely by DepEd. No portion of the project may be allowed to be shared or sold by anyone to anybody.

#### D. **System Design and Development**

The system shall be developed using mainly PHP Laravel documentation and shall work on a Linux operating system. As need arises and at the discretion of the winning supplier, other programming language may be used to incorporate the needed features. Provision for automatic back-up shall be installed. The system should be able to implement single sign-on using DepEd's existing identity provider. Integration of Application Programming Interface with DepEd's Learner's Information System shall be provided.

#### E. **Security and User Level Access**

Stringent security measures to safeguard sensitive data and ensure compliance with data protection regulations shall be implemented. **The assignment of multiple roles is allowed.** User level access is defined on succeeding pages of this document. The winning supplier shall **always** coordinate with the ICTS for server and other security requirements.



User Level Access for the Learning Resources Module		
System Role	Access Rights	DepEd Office / Designation
Non-DepEd Email User	<ul style="list-style-type: none"> <li>▪ Browse and download non-copyrighted published resources</li> <li>▪ Update (own) profile which shall include:               <ul style="list-style-type: none"> <li>▪ Region from Drop-Down List</li> <li>▪ Province from Drop-Down List</li> <li>▪ City/Municipality/SDO from Drop Down List</li> <li>▪ For private school learners, Grade Level from Drop-Down List (For SHS, provision for a field on Track/Strand)</li> </ul> </li> </ul>	For private schools and other individuals
Learner	<ul style="list-style-type: none"> <li>▪ Browse and download non-copyrighted published resources</li> <li>▪ Browse copyrighted materials. Right-click, download, and highlight functionality shall be disabled.</li> <li>▪ <b>Access all copyrighted published resources in the region</b></li> <li>▪ Update (own) profile which shall include:               <ul style="list-style-type: none"> <li>▪ Division from Drop-Down List</li> <li>▪ School from Drop-Down List</li> <li>▪ For Learners, Grade Level from Drop Down List</li> <li>▪ For SHS Learners, provision for a field on Track/Strand from Drop-Down List</li> </ul> </li> </ul>	<p>MS Office 365 Users (Accounts w/ Tenant)</p> <p>Registered Learners using <a href="mailto:LRN@tenant.deped.gov.ph">LRN@tenant.deped.gov.ph</a> account</p>
DepEd Personnel ( <i>a default role for all DepEd Personnel</i> )	<ul style="list-style-type: none"> <li>▪ Browse and download non-copyrighted published resources</li> <li>▪ Upload materials for Quality Assurance.</li> <li>▪ Browse copyrighted materials. Right-click, download, and highlight functionality shall be disabled.</li> <li>▪ <b>Access all copyrighted published resources in the region</b></li> <li>▪ Update (own) profile which shall include:               <ul style="list-style-type: none"> <li>▪ Division from Drop-Down List</li> <li>▪ School from Drop-Down List</li> </ul> </li> </ul>	Employees with <a href="mailto:firstname.lastname@deped.gov.ph">firstname.lastname@deped.gov.ph</a> account
Division Office Personnel	<ul style="list-style-type: none"> <li>▪ Acquires the access rights and additional role assigned to a DepEd Personnel</li> <li>▪ View division dashboard and generate division report segregated into segments (School, Learning Area, Grade Level etc.)</li> <li>▪ Activate and suspend personnel and learner access</li> </ul>	SDS, ASDS, CID Chief, EPS, Librarian



System Role	Access Rights	DepEd Office / Designation
Regional Office Personnel	<ul style="list-style-type: none"> <li>▪ Acquires the access rights and additional role assigned to a DepEd Personnel</li> <li>▪ View regional dashboard and generate division report segregated into segments (Division, School, Learning Area, Grade Level etc.)</li> <li>▪ Activate and suspend personnel and learner access</li> </ul>	RD, ARD, CLMD Chief, EPS, Librarian, TAS <i>(Additional to their role as DepEd Personnel)</i>
Central Office Personnel	<ul style="list-style-type: none"> <li>▪ Acquires the access rights and additional role assigned to a DepEd Personnel</li> <li>▪ Uploads both copyrighted and non-copyrighted materials.</li> <li>▪ View national dashboard and generate national report segregated into segments (Regional, Division, School etc.)</li> <li>▪ Activate and suspend personnel and learner access</li> </ul>	Bureau of Learning Resources
QA Personnel	<ul style="list-style-type: none"> <li>▪ A dynamic role which shall be performed by Principals, Public Schools District Supervisors and Education Program Supervisors as may be assigned by LR Supervisors (Division and Region) and BLR Personnel.</li> </ul>	
Division or Regional Administrator	<ul style="list-style-type: none"> <li>▪ Acquires the access rights and additional role assigned to a DepEd Personnel</li> <li>▪ View division dashboard and generate division report segregated into segments (School, Learning Area, Grade Level etc.)</li> <li>▪ Activate and suspend personnel and learner access</li> <li>▪ Tag a user as a Principal, Public Schools District Supervisor or Education Program Supervisors.</li> </ul>	Division Project Development Officers II for LRMDS and Regional Teaching Aide Specialist II