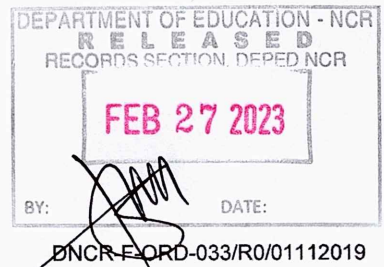




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. NCR- 097, s. 2023

TO : Schools Division Superintendents
SGOD Chiefs
SDO Tuition and Other Schools Fees Increase (TOSFI)
Focal Persons
(Manila, Quezon City, Caloocan City, Taguig City and
Pateros, Pasay City and Pasig City)

FROM : Office of the Regional Director

SUBJECT : Pilot Testing of pRiMe School Fees Application Sys
Tech (SFAST) in selected SDOs

DATE : February 21, 2023

1. In line with the continuous effort of this Office to maintain the high-quality service and sustain performance effectiveness, a dedicated system for receiving and organizing documentary requirements for the Tuition and Other School Fees Increase application is developed.
2. This **pRiMe SFAST** is one of the systems under pRiMe Automation project that aims to:
 - a. Create a specialized system exclusively for Tuition and Other School Fees Increase applications;
 - b. Streamline Regional Office workflow via the adoption of an automated organizational system;
 - c. Increase accountability by easing the verification of documents via document sorting; and
 - d. Decrease human error, lack of transparency, and misplaced documents.
3. Anent to this, the Quality Assurance Division will conduct the above-captioned activity on **March 21, 2023, 8:30 AM-2:00 PM at DepEd Conference Hall.**



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4. The participants of this meeting are the SDO TOSFI Focal Person and one (1) Private School representative, particularly the person-in-charge in preparing the Tuition and Other School Fees Increase application from School Division Offices of **Manila, Quezon City, Caloocan City, Taguig City and Pateros, Pasay City, and Pasig City**. Expected participants are advised to accomplish the Registration Form, the link will be posted on the Private School Focal Persons Facebook Group Chat.
5. The concerned Private School Focal Persons of the mentioned SDOs are requested to coordinate this activity with the selected school in their respective SDO. Only one (1) representative from school is preferred.
6. All participants are requested to bring laptop. The representatives from the private schools are requested to prepare scanned copies of all the documentary requirements for Tuition and Other School Fee Increase application. Attached are copies of the complete evaluation form for TOSFI application and the indicative program of activities for your reference.
7. For further queries, you may call the Quality Assurance Division at 89215630 and look for Dr. Rowena S. Ontangco, prime SFAST focal person.
8. Immediate dissemination of this Memorandum is earnestly desired.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.:
As stated

qad/*rso



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PROGRAMME
(pRiMe SFAST Orientation and Walkthrough)

Time	Activity	Responsible
8:30-9:00am	I. Preliminaries	
	A. Nationalistic Song	Video Presentation
	B. Opening Prayer	Ms. Marina C. Espino EPS, QAD
	C. Acknowledgement of Participants	Dr. Rowena S. Ontangco EPS, QAD-Prime SFAST Focal Person
9:01-9:20am	A. Welcome Remarks	Dr. Angelita P. Cornejo Chief, QAD
9:21-10:00am	B. Message	Dir. Wilfredo E. Cabral, CESO III Regional Director
10:01-10:25am	Health Break	
II. Activity Proper		
10:26-10:40am	C. Introduction to SFAST	Dr. Rowena S. Ontangco EPS, QAD-Prime SFAST Focal Person
10:41-11:20am	D. System Walkthrough	Dr. Rowena S. Ontangco System Developer
11:21-12:00nn	E. System Process Flow and Simulation (Schools to Division Level)	Dr. Rowena S. Ontangco System Developer
12:00-1:00pm	Lunch	
1:01-1:45pm	F. System Simulation up to Regional Level Approval /Disapproval	Dr. Rowena S. Ontangco System Developer
III. Closing		
1:46-1:50pm	A. Closing Remarks	Dr. Rita E. Riddle Schools Division Superintendent and Concurrent Officer-in- Charge Office of the Assistant Regional Director
1:51-2:00pm	B. Closing Prayer and Photo Op	Mr. Silverio S. Alano III COS, QAD
	C. NCR Hymn	Video Presentation



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Program Management Team	
Mistress of Ceremonies	Dr. Lydia L. Martin EPS, QAD
Technical Manager, Slide Decks, Physical set-up	Mr. Andres P. Bonifacio EPS, Designated
AVP (Introduction to SFAST)	Video Presentation
Attendance Sheets and Certificates of Attendance	Ms. Jennie R. Maglente COS, QAD
Documentation	Mr. Silverio S. Alano III COS, QAD
Program Invite (hardcopy and video clip)	Mr. Silverio S. Alano III COS, QAD
Meals (AM Snack and Lunch)	Ms. Marina C. Espino EPS, QAD
QAME	Dr. Richard C. Catain EPS, QAD
Regional Memorandum and Registration link	Dr. Rowena S. Ontangco EPS, QAD



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EVALUATION FORM FOR INCREASE IN TUITION AND OTHER SCHOOL FEES APPLICATION

Name of School			
School Location			
School Head		Contact Person	
Position		Telephone No.	
Email			
Course/s Applied For	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Elementary	<input type="checkbox"/> SpED
	<input type="checkbox"/> JHS	<input type="checkbox"/> SHS	
School Year			

Date Uploaded: _____

- _____ 1. Letter to the Regional Director, signed by the School Head, indicating among others the school's intention to comply with the provision of DepEd Order No. 88, s. 2010 and RA 6728 on the proposed increase.
- _____ 2. Statement under Oath on the itemized current rates of tuition and other charges and the corresponding itemized proposed changes thereon as well as the new fees or charges proposed to be imposed, **the increase in percentage not exceeding 15%** (see attached template).
- _____ 3. Copy of the latest Audited Financial Statement of the school
- _____ 4. Copy of the latest Income Tax Return stamped received by the BIR
- _____ 5. Statement under Oath (in one page) signed by the school head that:
 - _____ 5.1 a prior consultation on the proposed increase was conducted with the duly organized student government with the parents of the students, teachers association, and faculty associations
 - _____ 5.2 the authorized representatives of the said associations were furnished a copy of the audited financial statement of the school, the same with the copy attached to the application
 - _____ 5.3 70% of the proceeds of the proposed increase shall be allocated for payment of salaries or increase in salaries, wages, allowances and other benefits of teaching and non-teaching personnel except administrators who are principal stock holders of the school; that 20% shall go to the improvement or modernization of buildings, equipment, libraries, laboratories, gymnasium and other facilities and to payment of other cost of operations
 - _____ 5.4 the school head is aware that failure to comply with the foregoing requirements shall forfeit the right of the school to increase its tuition fee or collect the same
 - _____ 5.5 the increase of tuition/other fees previously collected went to the payment of salaries and salary increase, wages, allowances and other benefits of teaching and non-teaching personnel except administrators who are principal stockholders of the school; that 20% thereof was used for the improvement or modernization of school



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(Attachment)

STATEMENT UNDER OATH ON THE ITEMIZED SCHOOL FEES

NAME OF SCHOOL
ADDRESS

Grade Level	FEES	Approved Fee SY ____	Proposed Fee SY ____	Amount of Increase	% of Increase
1	TUITION			Php	
	MISC. FEES				
	(e.g.) Medical/Dental				
	Guidance				
	Laboratory				
	OTHER FEES				
	Learning Mgmt. System				
	TOTAL MF & OF				

Prepared by:

Approved:

Republic of the Philippines)
 _____ City) SS

SUBSCRIBED AND SWORN to before me this ____ day of ____ affiant exhibiting to me his _____ issued at _____ on _____.

Doc No. _____
 Page No. _____
 Book No. _____
 Series of 20 _____



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- buildings, equipment, libraries, laboratories, gymnasium and other facilities and other costs of operation
- _____ 6. Minutes of the consultation showing the date of the meeting, objections made by the organizations and counter-proposals offered, and other information
 - _____ 7. List of attendees with their addresses and signatures
 - _____ 8. Other documents such as Notice of Consultation duly acknowledged by the concerned organizations, and pictures or video during the consultation
 - _____ 9. Latest Government Authority issued
 - _____ 10. Copy of previous Approved Fees
 - _____ 11. Copy of Approved Fees signed by the School Head (for new application)
-

Date Evaluated: _____

COMMENTS/RECOMMENDATIONS:

REMARKS: () Complete

() SDO Accomplished Evaluation Form

() Indorsement signed by the Schools Division Superintendent

Date: _____

() Incomplete

() Date of Notice of Disapproval _____

COMMENTS/RECOMMENDATIONS:

Evaluated by:

Noted:

EPS, QAD

Chief, QAD



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