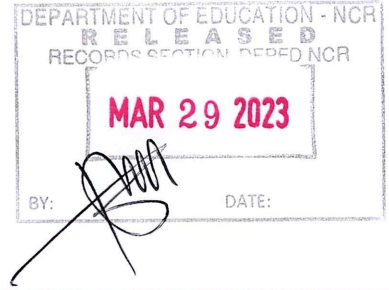




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
NO. NCR- 235, s. 2023

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SGOD CHIEFS
QAD PERSONNEL
SDO TUITION AND OTHER SCHOOLS FEES INCREASE
(TOSFI) FOCAL PERSONS

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **CONDUCT OF ORIENTATION ON PRIME SFAST**
(SCHOOL FEES APPLICATION SYS TECH) FOR RO
AND SDOs PERSONNEL

DATE : March 28, 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 e-Gov, of an 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.





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3. Anent to this, the Quality Assurance Division will conduct the above-captioned activity on **April 20, 2023, 8:30 AM-2:00 PM at DepEd Conference Hall.**

4. The participants of this meeting are the SGOD Chief, QAD Personnel, and SDO TOSFI Focal Person from the sixteen (16) Schools Division Offices in National Capital Region. Expected participants are advised to accomplish the Registration Form, the link will be posted on the SFAST Focal Persons Facebook Group Chat.

6. All participants are requested to bring laptop. The SDOs TOSFI Focal Person are requested to prepare scanned copies of all the documentary requirements for Tuition and Other School Fees Increase application. Attached are copies of the complete evaluation form for TOSFI application and the indicative program of activities for your reference.

7. 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

Time	Activity	Responsible
8:30-9:00am	I. Preliminaries	
	A. Nationalistic Song	Video Presentation
	B. Opening Prayer	Dr. Louie C. Duterte EPS, QAD
	C. Acknowledgement of Participants	Ms. Marina C. Espino EPS, QAD
9:01-9:10am	A. Welcome Remarks	Dr. Angelita P. Cornejo Chief, QAD
9:11-9:45am	B. Message	Dir. Wilfredo E. Cabral, CESO III Regional Director
9:46-10:00am	Health Break	
	II. Activity Proper	
10:00-10:20am	C. Introduction to SFAST	Dr. Rowena S. Ontangco EPS, QAD-Prime SFAST Focal Person
10:21-11:00am	D. System Walkthrough	Dr. Rowena S. Ontangco System Developer
11:01-12:00nn	E. System Process Flow and Simulation -Division Level (Evaluator, Validator & Approver)	Dr. Rowena S. Ontangco System Developer
12:00-1:00pm	Lunch	
1:01-1:45pm	F. System Simulation Regional Level (Evaluator, Validator, Approver & Printing)	Dr. Rowena S. Ontangco System Developer
	III. Closing	
1:46-1:50pm	A. Closing Remarks	Asst. Regional Director
	B. QAME	Dr. Herbert D. Vertucio EPS, QAD
	C. Distribution of Certificates	QAD Team
1:51-2:00pm	D. Closing Prayer	Mr. Silverio S. Alano III COS, QAD
	E. Photo Op	Mr. Andres P. Bonifacio EPS OIC, QAD
	F. 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	Dr. Richard C. Catain EPS, QAD
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 <ul style="list-style-type: none">• Hardcopy• Video clip	Dr. Rowena S. Ontangco EPS, QAD Mr. Silverio S. Alano III COS, QAD
Meals (AM Snack and Lunch)	Ms. Marina C. Espino EPS, QAD
QAME	Dr. Herbert D. Vertucio EPS, QAD
Regional Memorandum and Registration link	Dr. Rowena S. Ontangco EPS, QAD

