



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION (NIR)

JUL 08 2026

REGIONAL MEMORANDUM

No. 700 s. 2026

**VIRTUAL ORIENTATION ON THE SOUVENIR PROGRAM'S ELECTRONIC
CONFIRMATION OF TUITION AND OTHER SCHOOL FEES (eCTOSF)
SYSTEM**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. In line with the Region's continuing digital transformation initiatives, this Office, through the Quality Assurance Division (QAD), shall conduct a Virtual Orientation on the SOUVENIR Program's Electronic Confirmation of Tuition and Other School Fees (eCTOSF) System on **July 17, 2026 (Friday)**, from **8:00 a.m. to 12:00 n.n.**, via Microsoft Teams.
2. The orientation aims to:
 - a. familiarize stakeholders with the features and functionalities of the eCTOSF System;
 - b. facilitate the creation and updating of institutional profiles in the SOUVENIR System; and
 - c. prepare stakeholders for the implementation of the eCTOSF System.
3. The participants to this activity are the representatives from all private schools in the Negros Island Region, School Management Monitoring and Evaluation (SMME) Focals, Chiefs of the School Governance and Operations Division (SGOD) of the twenty-two (22) Schools Division Offices, and Regional Office QAD personnel.
4. The orientation shall be facilitated by **Mr. Gian Centeno**, Computer Programmer I; **Mr. Nathaniel Lajot Jr.**, Head, Information Technology Office; and **QAD Personnel**.
5. Attendance of all identified participants is required. Electronic Certificates of Appearance and Participation shall be issued to participants.

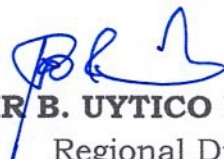


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6. The Microsoft Teams meeting link and other joining instructions shall be communicated by QAD prior to the scheduled activity. The **Program of Activities** is enclosed as **Annex A**.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: Program of Activities

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

PRIVATE EDUCATION
TRAINING PROGRAMS

MMN/QAD-RM/VirtualOrientationOnECTOSF...
July 8, 2026



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ANNEX A

PROGRAM OF ACTIVITIES

Time	Activity	Person Responsible
7:30 – 8:00 am	Participants' Login and Technical Check	QAD / ITO
8:00 – 8:30 am	Preliminaries -Philippine National Anthem -Opening Prayer -Quality Policy Statement -Bagong Pilipinas Hymn -DepEd NIR Hymn	Glenda G. Cadelina OIC-Education Program Supervisor
	Acknowledgment of Participants	Maricar E. Domecillo OIC-Education Program Supervisor
	Welcome Address	Dr. Melvin M. Niñal Chief Education Supervisor
	Message of Inspiration	Dr. Ramir B. Uytico, CESO III Regional Director
8:30 – 10:00 am	Overview and Demo of SOUVENIR: Building up Schools' Institutional Profile	Mr. Gian Centeno Computer Programmer I
10:00 – 11:30 am	Orientation and Demo of the new SOUVENIR eCTOSF System	Mr. Gian Centeno Computer Programmer I
11:30 – 12:00 nn	Closing Program -Participants' Impression	1 School Representative 1 SDO SMME Focal 1 SDO SGOD Chief
	End-of-Day Evaluation	Rene M. Encabo Education Program Supervisor

Facilitator: **OIC-EPS Glenda Cadelina**



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