



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM

October 14, 2025

No. **641** s., 2025

IMPLEMENTATION OF THE ENHANCED CERTIFICATE TRACKING SYSTEM (ECTS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
All others concerned

1. In compliance with Republic Act 11302 or Ease of Doing Business and Efficient Governance Service Delivery Act of 2018 and to systematize the tracking and verification of certificates released during professional development activities, this office shall implement the Enhanced Certificate Tracking System (ECTS).
2. The ECTS shall aid in the systematic tracking and verification of certificates (Certificate of Participation and Certificate of Recognition) released during division-led professional development programs/activities. It aims to achieve the following:
 - a. ensure efficiency of office operation in terms of certificate tracking and verification;
 - b. assure the authenticity and veracity of all certificates released from the Division Office;
 - c. establish transparency in the verification procedure;
 - d. maintain the effective and efficient utilization of the system.
3. The ECTS will be operationalized in the School Management Monitoring and Evaluation (SMME) Unit of the Division Office. The full implementation of the system will start in October 2025.
4. All program owners are responsible for the following:
 - a. preparation of the certificate of participation/recognition;
 - b. submission of a softcopy of the list of participants/learning facilitators/resource speakers/program management team to the SMME unit at least one week before the program proper.
5. On the other hand, the SMME unit will generate the QR code containing the program details, tracking number of the participants, number of hours, and the “verified” status. The QR code will be released to the program owner to be attached to the certificates.
6. All certificates of participation and recognition from the Division Office shall be tracked by the Division SMME Unit and shall bear a QR code before releasing them to the participants/learning facilitators/resource speakers/program management team.
7. It is understood that in the conduct of this activity, there shall be no discrimination of participants on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
8. Immediate and widest dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent



Number of pages including this document: 1
Encl: None
References: None
To be indicated in the perpetual index
Under the following subjects:

CERTIFICATES

TRACKING SYSTEM

SGOD/ALP/M&E

