



DIVISION MEMORANDUM

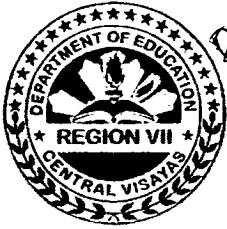
No. 53, s. 2017

**REITERATING THE SCHEDULE OF SUBMISSION OF APPLICATION FOR
CONFIRMATION OF TUITION AND OTHER SCHOOL FEES OR CHARGES**

To: Assistant Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
District Supervisors/OIC
Private Elementary and Secondary School Heads

1. For expediency in the processing of the application for confirmation of tuition and other school fees/charges of private elementary/secondary schools, the schedule for submission of such is hereby reiterated.
2. Any private elementary/secondary school which desires to revise its rates of tuition and other school fees or charges or to impose other fees or charges shall file its application on or before April 24, 2017 at the Division Office to give ample time to personnel assigned to process/validate the documents submitted. Application found in order shall be submitted to the Regional Office for confirmation.
3. Application submitted after the deadline shall no longer be entertained by this Office. The concerned school may submit its application directly to the Regional Office.
3. Attached is Regional Memorandum No. 0397 s. 2016 for your reference.
4. Wide and immediate dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, ED.D., CESO VI
Schools Division Superintendent



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



June 30, 2016

REGIONAL MEMORANDUM

No. 0397 s. 2016

**DOCUMENTARY REQUIREMENTS ON THE APPLICATION OF PRIVATE SCHOOLS FOR CONFIRMATION
OF TUITION FEES AND OTHER SCHOOL FEES EFFECTIVE SY 2017-2018**

To: Schools Division Superintendents/Officers-in-Charge of Schools Divisions
Division Supervisors
Presidents/School Heads of Private Schools in Basic Education
All Others Concerned

1. It is stipulated in Sec. 181 of DepED Order No. 88, s. 2010 dated June 24, 2010 entitled "**2010 Revised Manual of Regulations for Private Schools in Basic Education**" any private school which desires to revise its rates of tuition and other school fees or charges or to impose other fees or charges shall file application therefor with the Regional Director". The application shall include the following documents:

- a. Statement of 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, and of the proposed allocation of the incremental proceeds. Such statements shall, when accomplished be under oath by the proper official (s) of the school concerned.
- b. Financial statement showing the financial status of the school duly certified by a Certified Public Accountant.
- c. A copy of the last tax return, filed with the Bureau of Internal Revenue.
- d. Proof of the consultation conducted (Minutes of the Meeting with the Names and signature of the attendees)
- e. Certification under oath that 70% of the tuition or other school fees or charges shall be allocated for payment of salaries, wages, allowances and other benefits of the members of the faculty and all other employees of the school concerned, and the balance for institutional development, student assistance and extension services, and return of investment.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

2. The above-mentioned documents shall be submitted to the Schools Division Office together with the following additional documents for processing by the Division-in-charge and to be endorsed to the Regional Office for validation:

- a. Letter-Request of the School
- b. Photocopy of the School Permit/Government Recognition
- c. Photocopy of the Letter of Confirmation of Tuition Fees and Other School Fees of the Previous School Year

3. For private schools' applications of confirmation of non-increase in tuition fees and other school fees, the required documents to be submitted by private schools are those that are enumerated in paragraph no. 2 of this Memorandum.



4. All Schools Division Offices are requested to endorse the applications for confirmation of tuition and other school fees or charges immediately after processing and validating the documents. The deadline for submission of said application to the Regional Office is **April 30 of every year**. Applications received after the deadline shall be denied by this Office.

5. For newly opened schools or new courses/levels offered by the schools, applicant-school shall be required to submit proposal on the schedule of tuition fees and other school fees.

6. The letter of confirmation received by the private schools shall be posted on a conspicuous place in the school for the information and guidance of the learners, teachers, parents, alumni, and other interested parties.

7. For more information, please contact the Quality Assurance Division (QAD), at telephone number: (032) – 2311071.

8. Wide and immediate dissemination of this Memorandum is desired.


JULIET A. JERUTA, Ph.D., CESO V
Director III
OIC- Regional Director


JAJ/FYA/MCG
QAD

DOCUMENTARY REQUIREMENTS ON THE APPLICATION OF PRIVATE SCHOOLS FOR CONFIRMATION OF TUITION FEES AND OTHERS SCHOOL FEES

SY: 2017 – 2018

1. Application shall include the following documents:	REMARKS	
	COMPLIED	NOT COMPLIED
a. Statement of 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, and of the proposed allocation of the incremental proceeds. Such statements shall, when accomplished be under oath by the proper official(s) of the school concerned.		
b. Financial statement showing the financial status of the school duly certified by a Certified Public Accountant.		
c. A copy of the last tax return, filed with the Bureau of Internal Revenue.		
d. Proof of the consultation conducted (Minutes of the Meeting with the Names and signature of attendees).		
e. Certification under oath that 70% of the tuition or other fees or charges shall be allocated for payment of salaries, wages, allowances and other benefits of the members of the faculty and all other employees of the school concerned, and the balance for institutional development, students assistance and extension services, and return of investment		
2. Additional Documents	REMARKS	
	COMPLIED	NOT COMPLIED
a. Letter – Request of the School		
b. Photocopy of School Permit/Government Recognition		
c. Photocopy of the Letter of Confirmation of Tuition Fees and other School Fees of the Previous School Year		