



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 337, s. 2020

July 14, 2020

**SUBMISSION OF COST-BASED AND RECURRENT EXPENSES FOR THE
OPERATIONS OF PRIVATE SCHOOLS**

To: School Heads of Private Elementary and Secondary Schools
All Others Concerned

1. In pursuance to Memorandum DM-PHR0D-2020-00222 from the Office of Undersecretary Jesus L.R. Mateo dated July 10, 2020, this office hereby requires all private schools to submit the cost-based and recurrent expenses of the operations of private schools.
2. This is in relation to the possibility of reducing tuition and miscellaneous fees as private schools shift to learning modalities per request of Representative Roman Romulo to gather data on cost-based and recurrent cost to operate private schools. Cost-based expenses are one-time expenses to begin a project/service (e.g. playground equipment, computers, school desks). On the other hand, recurring expenses refer to ongoing expenses that are planned ahead of time for the sustainability of project/service (e.g. wifi or internet, utilities, rent, salaries).
3. The Regional Offices are requested to submit the cost-based and recurring expenses of private schools for the upcoming school year on their respective areas. With this, the schools division would like to request you to fill in the provided template which can be accessed through <http://shorturl.at/apOZ5>.
4. The deadline for the submission of this document will be on July 15, 2020 (Wednesday) at 9:00 AM.
5. For information, guidance and compliance


CRISTY C. EPE
Schools Division Superintendent

SCHOOLS DIVISION OF DIGOS CITY
RECORDS SECTION

RECEIVED
59566
DATE: JUL 15 2020 TIME: 10:05 AM
BY: 



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



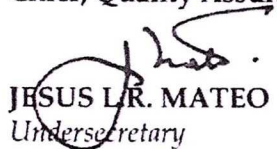
Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHROD-2020-00222

TO: Regional Directors
Minister, Basic, Higher, and Technical Education, BARMM

ATTN: Chief, Quality Assurance Division

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Submission of Cost-based and Recurrent Expenses for the Operations of Private Schools*

DATE: 10 July 2020

Officials of the Department attended the virtual hearing of the Committee of the Basic Education and Culture of the House of Representatives on House Resolution 657 with subject: **Urging the Department of Education (DepEd), Commission on Higher Education (CHED), and Technical Education and Skills Development Authority (TESDA) to Impose Moratorium on Tuition and Other Fee Increase (TOFI) on All Educational Institutions amid Calamities.** The resolution seeks to impose a moratorium on the increase of tuition and other school fees for the upcoming school year.

During the committee hearing, the Representatives also considered the possibility of reducing tuition and miscellaneous fees as private schools shift to learning modalities. In this regard, Representative Roman Romulo requested **data on cost-based and recurrent cost to operate private schools.** Cost-based expenses are one-time expenses to begin a project/service (e.g. playground equipment, computers, school desks). On the other hand, recurring expenses refer to ongoing expenses that are planned ahead of time for the sustainability of project/service (e.g. Wifi or internet, utilities, rent, salaries).

In this regard, Regional Offices are requested to submit the cost-based and recurring expenses of private schools for the upcoming school year on their respective areas using the attached annex as template. Kindly **submit the requested document to the Planning Service - Policy Research and Development Division (PS-PRD) through email address: ps.prd@deped.gov.ph not later than 15 July 2020 (Wednesday).**

For further queries, kindly contact the PS-PRD through the above-indicated details.

For favorable consideration and action. Thank you!

Region	Division	School Name	School ID	Cost-based Expenses	Recurring Expenses
Sample: NCR	Pasay City	ABCD School	123456	<ul style="list-style-type: none"> • Procurement of additional computers for online classes • Production of modules 	<ul style="list-style-type: none"> • Utilities • Internet subscription • Salaries of teachers and staff