



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

April 13, 2021

DIVISION MEMORANDUM
No. 225, s. 2021

DEADLINE FOR CONSULTATION AND APPLICATION FOR TUITION AND OTHER SCHOOL FEES (MISCELLANEOUS FEES) BY PRIVATE EDUCATIONAL INSTITUTIONS FOR SY 2021-2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Private School Focal Person
SMM&E Personnel
Presidents/School Heads/Principals of Private Schools

1. Pursuant to **Regional Memorandum No. 023, s. 2021** titled **Deadline for Consultation and Application for Tuition and Other School Fees (Miscellaneous Fees) By Private Educational Institutions for SY 2021-2022** and **Section 181 of DepEd order 88, s 2010 or the 2011 Manual of Regulations for Private in Basic Education and its amendments through DepEd Order 11, s 2011**, any private school which desires to revise its rates of tuition and other fees or charges or to impose other fees or charges shall file application therefor with the Regional Director. **Section 182 of the same DepEd Order** provides that any proposed increase in tuition or other school fees as well as new fees or charges shall be subjected to appropriate consultations conducted by the school with the duly organized student government and with the parents of students.
2. In the light of the adjustments in the opening of classes for 2020-2021 and to provide private schools ample time to fully comply with consultations and other requirements, submission of applications for tuition and/or other fees for **Kindergarten, Elementary, Junior High School and Senior High School for SY 2021-2022** shall strictly follow the hereunder schedules:

Activity	Deadline
Consultation with the duly organized student government and with the parents of the students (must not be limited to PTA Officials)	June 30, 2021
Submission of Application and Documentary Requirements to the Schools Division Offices (SDOs)	August 15, 2021
Submission of SDOs to the Regional Office	August 31, 2021

3. The process and the mode of consultation must strictly abide with all the health and safety protocols imposed by the DepEd, the DOH, the IATF and the Office of the President.
4. Documentary requirements shall be submitted by the private school to the concerned Schools Division Office (SDO) for its subsequent indorsement to the Regional Office.
5. Any private school which desires to revise its rates of tuition or other school fees or charges or to impose other fess or charges shall submit the following:



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



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- a. School's letter of intent (LOI) to apply for an increase in tuition and/or other fees (miscellaneous fees) **specifically indicating therein the learning modality that the school will employ;**
 - b. 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 the 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;
 - c. Financial statement showing the financial status of the school duly certified by a certified public accountant;
 - d. A copy of the latest income tax return filed with the Bureau of Internal Revenue;
 - e. Minutes of the consultation meeting with the duly organized student government and with the parents of the students **(must not be limited to PTA Officials);**
 - f. Pictures of the consultation meeting; and
 - g. Attendance of parents and members of the duly organized students government to the consultation meeting indicating therein their names and signatures.
6. **The Regional Office reiterates its request to all private schools to ensure measures that their other fees (miscellaneous fees) are appropriate for the learning modality they will employ for 2021-2022 and such are responsive to the existing health situation in the country with respect to COVID 19 pandemic.**
7. Immediate dissemination and appropriate action of this Memorandum is earnestly enjoined.

CRISTY C. EPE
Schools Division Superintendent

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April 15, 2021





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

April 5, 2021

REGIONAL MEMORANDUM
 No. 023, s. 2021

**DEADLINE FOR CONSULTATION AND APPLICATION FOR TUITION
 AND OTHER SCHOOL FEES (MISCELLANEOUS FEES) BY
 PRIVATE EDUCATIONAL INSTITUTIONS
 FOR SY 2021-2022**

To : The Schools Division Superintendents
 Presidents/Directors/Principals of Private Schools
 All Others Concerned

1. Pursuant to Section 181 of DepEd Order 88, s. 2010 or the 2011 Manual of Regulations for Private in Basic Education and its amendment through DepEd Order 11, s. 2011, any private school which desires to revise its rates of tuition and other fees or charges or to impose other fees or charges shall file application therefor with the Regional Director. Section 182 of the same DepEd Order provides that any proposed increase in tuition or other school fees as well as new fees or charges shall be subjected to appropriate consultations conducted by the school with the duly organized student government and with the parents of the students.

2. In the light of the adjustments in the opening of classes for SY 2020-2021 and to provide private schools ample time to fully comply with consultations and other requirements, submission of applications for tuition and/or other fees for **Kindergarten, Elementary, Junior High School and Senior High School** for SY 2021-2022 shall strictly follow the hercunder schedules:

ACTIVITY	DEADLINE
Consultation with the duly organized student government and with the parents of the students (must not be limited to PTA officials).	June 30, 2021
Submission of application and documentary requirements to the Schools Division Offices (SDOs)	August 15, 2021
Submission of SDOs to the Regional Office	August 31, 2021

3. The process and the mode of consultation must strictly abide with all the health and safety protocols imposed by the DepEd, the DOH, the IATF and the Office of the President.

4. Documentary requirements shall be submitted by the private school to the concerned Schools Division Office (SDO) for its subsequent indorsement to this Regional Office.



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147



Official Receipt: AJA19-0227



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Department of Education
 DAVAO REGION

Office of the Regional Director

5. Any private school which desires to revise its rates of tuition or other school fees or charges or to impose other fees or charges shall submit the following:

- a) School's letter of intent (LOI) to apply for an increase in tuition and/or other fees (miscellaneous fees) specifically indicating therein the learning modality that the school will employ;
- b) 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;
- c) financial statement showing the financial status of the school duly certified by a certified public accountant;
- d) a copy of the latest income tax return filed with the Bureau of Internal Revenue;
- e) minutes of the consultation meeting with the duly organized student government and with the parents of the students (must not be limited to PTA officials);
- f) pictures of the consultation meeting; and
- g) attendance of parents and members of the duly organized student government to the consultation meeting, indicating therein their names and signatures.

6. This Regional Office reiterates its request to all private schools to ensure measures that their other fees (miscellaneous fees) are appropriate for the learning modality they will employ for 2021-2022 and such are responsive to the existing health situation in the country with respect to COVID 19 pandemic.

7. Schools Division Superintendents shall ensure that all private schools within their jurisdiction must be informed of this Regional Memorandum.

8. Immediate dissemination and appropriate action of this Memorandum is earnestly enjoined.

DEPARTMENT OF EDUCATION - DAVAO REGION
 RECORDS SECTION
RELEASED

DALLAN G. FABRIZO
 Director IV

ROQ/1/sa

BY:
 Date: 01/06/21 Times: 1-57
 0121-1078



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147

