



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

January 26, 2022

**DIVISION MEMORANDUM**  
**No. 059, s. 2022**

**Deadline for Consultation and Application for Tuition and other School Fees  
(Miscellaneous Fees) by Private Educational Institutions for SY 2022-2023 and Until the  
National Health Emergency is Lifted**

To: Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors  
Education Program Supervisors  
Ida I. Juezan - PSDS (Private School Supervisor)  
Luzminda Jasmin - EPS (Private School Document Evaluator)  
PRME Personnel  
School Heads of All Private Schools

1. Pursuant to Regional Memorandum 004, s. 2022, the field is hereby informed to strictly follow the hereunder schedule on the deadline for consultation and application for tuition and other school Fees (Miscellaneous Fees) by Private Educational Institutions for Kindergarten, Elementary, Junior High School, and Senior High School for SY 2022-2023 and until the national health emergency is lifted, as follows:

<b>Activity</b>	<b>Deadline</b>
Consultation with the duly organized student government and with the parents of the students (must not be limited to PRA officials).	March 31
Submission of application and documentary requirements to the Schools Division Office (SDOs)	May 15
Submission of SDOs to the Regional Office	May 31

2. The process and the mode of consultation must strictly abide by all the health and safety protocols imposed by the DepEd, the DOH, the IATF and the office of the President.
3. Documentary requirements shall be submitted by the private school to the Schools Division Office, ATTN: SMM&E Section, for evaluation and subsequent indorsement to the Regional Office.
4. 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 Department of Education allowed learning modality of the school;
  - 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



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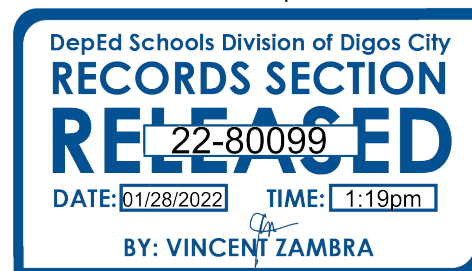


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- incremental proceeds. Such state shall, when accomplished be under oath by the proper official (s) of the school concerned;
- c. Financial statement showing the financial status of the school duly certified by a certified public accountant;
  - d. 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.
5. The Regional Office reiterates that private schools shall ensure that their other fees (miscellaneous fees) are appropriate for the learning modality they will employ. Said learning modality shall be responsive to the existing health situation in their locality with respect to COVID 19 pandemic and must have been approved by the DepEd. In the case of the face-to-face learning modality, such shall have been approved by the Department of Education with the concurrence of the Department of Health.
6. For your information, guidance, and compliance.

**CRISTY C. EPE** <sup>1/26/2022</sup>  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Office of the Regional Director

January 21, 2022

REGIONAL MEMORANDUM  
 No. 004, s. 2022

**DEADLINE FOR CONSULTATION AND APPLICATION FOR TUITION AND OTHER SCHOOL FEES (MISCELLANEOUS FEES) BY PRIVATE EDUCATIONAL INSTITUTIONS FOR SY 2022-2023 AND UNTIL THE NATIONAL HEALTH EMERGENCY IS LIFTED**

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

- The Office of the President of the Republic of the Philippines issued Proclamation No. 1218, further extending the Period of a State of Calamity throughout the Philippines due to Corona Virus Disease 2019 declared under Proclamation No. 1021, s. 2020.\* Extension of which is from 13 September 2021 to 12 September 2022.
- 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.
- In order 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 2022-2023 and until the national health emergency is lifted, 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).	March 31
Submission of application and documentary requirements to the Schools Division Offices (SDOs)	May 15
Submission of SDOs to the Regional Office	May 31

- 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.



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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.

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 Department of Education allowed learning modality of the school;
- 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 that private schools shall ensure that their other fees (miscellaneous fees) are appropriate for the learning modality they will employ. Said learning modality shall be responsive to the existing health situation in their locality with respect to COVID 19 pandemic and must have been approved by the DepEd. In the case of the face-to-face learning modality, such shall have been approved by the Department of Education with the concurrence of the Department of Health.

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

8. For immediate dissemination and appropriate action.

*Handwritten:* 0122-0449

*Handwritten:* ALLAN G. FARNAZO  
Director IV

ROO/rsa



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