



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-124

To : SGOD and CID Chiefs
Private Schools Focal Person
EPS II - SMM&E / SGOD Document Evaluator
School Heads/Principals/Presidents of Private Schools
All Others Concerned

Subject : **CORRIGENDUM TO REGIONAL MEMORANDU NO. 007, S. 2024
DATED MARCH 18, 2024 RE: GUIDELINES FOR THE SUBMISSION
OF TUITION AND/OR OTHER FEE APPLICATIONS/DOCUMENTS IN
BASIC EDUCATION STARTING SCHOOL YEAR 2024-2025**

Date : April 15, 2024

In reference to Regional Memorandum No. 007, s. 2024 dated March 18, 2024 concerning the Guidelines for the Submissions of Tuition and/or Other Fee Applications/Documents in Basic Education Starting School Year 2024-2025, item number 6 of said guidelines on the responsible entity for the evaluation of documents and uploading of the same to the Online Application System (OAS) of DepEd ROXI is hereby modified as follows: "Instead of Schools Division Offices, it shall be applicant schools."

All other provisions of Regional Memorandum No. 007, s. 2024 remain in effect.

For information and guidance of the concerned.

For and in the absence of
Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
24-119278
DATE: APR 17 2024 TIME: 8:00 AM
BY: _____

Enclosed: As stated.

CID/jbc



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

Records

29216



Republic of the Philippines
Department of Education
DAVAO REGION

11 APR 2024 11:04
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Office of the Regional Director

April 8, 2024

REGIONAL MEMORANDUM

No. 009 s, 2024

CORRIGENDUM TO REGIONAL MEMORANDUM NO. 007 S. 2024 DATED MARCH 18, 2024 RE: GUIDELINES FOR THE SUBMISSION OF TUITION AND/OR OTHER FEE APPLICATIONS/DOCUMENTS IN BASIC EDUCATION STARTING SY 2024-2025

To : Assistant Regional Director
Schools Division Superintendents
Principals/Presidents of Private Schools and
SUCs/LUCs offering Basic Education

1. In reference to Regional Memorandum No. 007, s. 2024 dated March 18, 2024 concerning the Guidelines for the Submissions of Tuition and/or Other Fee Applications/Documents in Basic Education Starting SY 2024-2025 item number 6 on the responsible entity for the evaluation of documents and uploading of the same to the Online Application System (OAS) of Deped ROXI is hereby modified as follows:

instead of School's Division Offices, it shall be **applicant schools**.

2. All other provisions of Regional Memorandum No. 007, s. 2024 remain in effect.

3. For information and guidance of the concerned.

[Handwritten signature]
Digitally signed by
Farnazo Allan Gabriel
Date: 2024.04.08 19:09:45
+08'00'
ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION - DAVAO REGION
RECORDS SECTION
RELEASED

ROQ1/jsa

By: *[Handwritten signature]*
Date: Apr. 11, 2024
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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-107

To : SGOD and CID Chiefs
Private Schools Focal Person
EPS II - SMM&E / SGOD Document Evaluator
School Heads/Principals/Presidents of Private Schools
All Others Concerned

Subject : **GUIDELINES FOR THE SUBMISSION OF TUITION AND/OR OTHER FEE APPLICATIONS/DOCUMENTS IN BASIC EDUCATION STARTING SCHOOL YEAR 2024-2025**

Date : March 26, 2024

In reference to Regional Memorandum No. 007, s. 2024 dated March 18, 2024 entitled "Guidelines for the Submission of Tuition and/or Other Fee Applications/Documents in Basic Education Starting School Year 2024-2025," this Office hereby advises private schools to adhere to regulations affecting tuition and/or other fee applications in basic education starting SY 2024-2025.

The hereunder regulations shall be observed:

1. Through the records section, private educational institutions shall submit their documentary applications to the concerned Schools Division Office (SDO), **attention: School Governance and Operations Division (SGOD)**;
2. **Utilizing the established processes of the Online Application System (OAS) of DepEd RXI**, Schools Division Offices shall subject all tuition and/or other fee applications under thorough evaluation and submit the same to the Regional Office for review and approval or disapproval;
3. For purposes of clarity, tuition and other fee applications include the following:
 - a. Increase in tuition;
 - b. Increase in other fees;
 - c. Decrease in tuition; and
 - d. decrease in other fees.

Pursuant to Section 181 of DepEd Order 88, s. 2010 or the 2011 Manual of Regulations for Private Schools 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 charges shall be subjected to appropriate consultations conducted by the school with the duly organized student government and with the parents of the students.**



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

Schools intending to increase their tuition and/or their other fees are required to conduct consultations with their stakeholders.

Schools intending to maintain their previous school year's tuition and other fees and will not apply for increase or decrease of the same, shall likewise submit the required documentary requirements.

To provide guidance to private educational institutions to comply with consultations and other requirements, submission of applications/documents for tuition and/or other fees for **Kindergarten, Elementary, Junior and Senior High School** starting SY 2024-2025 shall strictly follow the hereunder schedules:

ACTIVITY	RESPONSIBLE ENTITY	DEADLINE
Consultation with the duly organized student government and with the parents of the students	Applicant schools intending to increase tuition and/or other fees	April 14
Submission of application and documentary requirements to the Schools Division Offices (SDOs)	Applicant schools intending to increase tuition and/or other fees Schools with the intent to decrease tuition and/or other fees Schools intending to maintain their previous school year's tuition and other fees	April 30
Evaluation of application documents and uploading of the same to the Online Application System (OAS) of DepEd RO XI	Schools Division Offices	May 31
Submission by SDOs to the Regional Office	Schools Division Offices	June 28

For information, guidance and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 OIC - Schools Division Superintendent

Division Office of Digos City
 25-119259
 DATE: _____ TIME: 0:00am
[Signature]

Enclosed: As stated.

CID/jbc



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 (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
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Republic of the Philippines
Department of Education
DAVAO REGION

2024

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Office of the Regional Director

March 18, 2024

REGIONAL MEMORANDUM
No. 007 s, 2024

**GUIDELINES FOR THE SUBMISSION OF TUITION AND/OR OTHER FEE
APPLICATIONS/DOCUMENTS IN BASIC EDUCATION STARTING
SY 2024-2025**

To : Assistant Regional Director
Schools Division Superintendents
Principals/Presidents of Private Schools and
SUCs/LUCs offering Basic Education

1. This Office hereby announces the regulations affecting tuition and/or other fee applications in basic education **starting SY 2024-2025.**
2. The hereunder regulations shall be observed:
 - 2.1 through the records section, private educational institutions shall submit their documentary applications to the concerned Schools Division Office (SDO), **attention: School Governance and Operations Division (SGOD);**
 - 2.2 **utilizing the established processes of the Online Application System (OAS) of DepED XXI,** Schools Division Offices shall subject all tuition and or other fee applications under thorough evaluation and submit the same to the Regional Office for review and approval or disapproval;
 - 2.3 For purposes of clarity, tuition and other fee applications include the following:
 - a. increase in tuition;
 - b. increase in other fees;
 - c. decrease in tuition; and
 - d. decrease in other fees.
3. Pursuant to Section 181 of DepED Order 88, s. 2010 or the 2011 Manual of Regulations for Private Schools 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.**
4. Section 182 of the same DepED Order provides that **any proposed increase in tuition or other school fees as well as new charges shall be subjected to appropriate consultations conducted by the school with the duly organized student government and with the parents of the students.**



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedros1.ph



Republic of the Philippines
Department of Education
 DAVAO REGION

5. Schools intending to increase their tuition and/or their other fees are required to conduct consultations with their stakeholders.
6. Schools intending to maintain their previous school year's tuition and other fees and will not apply for increase or decrease of the same, shall likewise submit the required documentary requirements.
6. To provide guidance to private educational institutions to comply with consultations and other requirements, submission of applications/documents for tuition and/or other fees for **Kindergarten, Elementary, Junior and Senior High School** starting SY 2024-2025 shall strictly follow the hereunder schedules:

ACTIVITY	RESPONSIBLE ENTITY	DEADLINE
Consultation with the duly organized student government and with the parents of the students	applicant school intending to increase tuition and/or other fees	April 14
Submission of application and documentary requirements to the Schools Division Office (SDOs)	Applicant schools intending to increase tuition and/or other fees	April 30
	Schools with the intent to decrease tuition and/or other fees Schools intending to maintain their previous school year's tuition and other fees	
Evaluation of application documents and uploading of the same to the Online Application System (OAS) of DepED RO XI.	Schools Division Offices	May 31
Submission by SDOs to the Regional Office	Schools Division Offices	June 28

7. Schools Division Superintendents shall ensure that all private schools within their jurisdiction must be informed of this Regional Memorandum.
8. For information, guidance and compliance.

ALLAN G. FARAZO
 Director IV



ROQ1/jaa

DEPARTMENT OF EDUCATION RO XI
 RECORDS SECTION
RELEASED

By: IV
 Date: 3.19.24 Time: 7:57 AM



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147
 Email Address: region11@deped.gov.ph
 Website: www.depedro11.ph