



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-071

To : Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Public Schools District Supervisors
Private Schools Focal Person
Senior High School Focal Person
SMM&E Personnel
All Private School Heads/Administrators/Presidents

Subject : **ADDITIONAL REQUIREMENT FOR INCREASE IN TUITION FEE AND/OR OTHER FEE APPLICATIONS STARTING 2025-2026**

Date : February 3, 2025

1. This has reference to the enclosed Regional Memoranda QAD-2025-005, 011 and 015, dated January 6, 22 and 30, 2025, respectfully, regarding the additional requirements in Tuition and Other Fees Application starting SY 2025-2026. This Office hereby informs the field that the/a:

- a) **CURRENT YEAR government permit to operate** issued by the Quality Assurance Division (QAD), RO XI shall form part of the requirements **for the INCREASE, DECREASE or NO INCREASE** in Tuition Fee and Other Fees Application;
- b) **PRECEDING SCHOOL YEAR CONFIRMATION** of fees approved by the Regional Director shall form part of the requirements for **INCREASE** in Tuition and Other Fees application;
- c) **MINUTES OF THE CONSULTATION MEETING** with the **required attendance and signature of the majority (50% + 1) of the total population of the parent-stakeholders** shall form part of the requirements for **INCREASE** in Tuition and Other Fees application; **and**
- d) **CERTIFICATION from the school Principal** confirming therein the total number of the school's parent-stakeholder population shall form part of the requirements for **INCREASE** in Tuition Fee and Other Fees application.

2) The said documents shall be added in the checklist of requirements in the Online Application System of DepEd ROXI.

3) For immediate dissemination, and compliance with, by all concerned.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
DATE: FEB 10 2025 TIME: 7:00 PM

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Enclosed: As stated:
SGOD/smm&e/cuy



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DAVAO REGION

January 30, 2025

REGIONAL MEMORANDUM
QAD-2025-015

ADDENDUM TO REGIONAL MEMORANDUM QAD-2025-011 REVISION TO RM-QAD-2025-005 ADDITIONAL REQUIREMENT FOR INCREASE IN TUITION AND/OR OTHER FEE APPLICATIONS STARTING SY 2025-2026

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

1. Item no. 4 of Regional Memorandum QAD-2025-011 (Revision to RM-QAD-2025-005 - Additional Requirement for Increase in Tuition and/or Other Fee Applications Starting SY 2025-2026) is amended and shall read as follows:

"Further, schools intending to increase their tuition and/or other fees shall submit the minutes of the consultation meeting conducted with the majority (50% +1) of the total population of their parent-stakeholders. Same document shall contain the signatures of the aforementioned parent-stakeholders.

In view of the above and in order for this Office to determine the majority of the total number of parents, the applicant school through its principal shall submit a Certification, confirming therein the total number of their parent-stakeholder population.

Aforementioned certification shall form part of the documentary requirements for schools applying for an increase in tuition and/or other fees.

2. All other provisions of Regional Memorandum QAD-2025-011 remain in effect.
3. For information, guidance and compliance.

ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION - DAVA
RECORDS SECTION
RELEASED

ADQ1/jm

By:
Date: JAN. 31, 2025
44805



Address: P. Torres St., Davao City (8000)
Telephone Nos. (082) 255-5540, (082) 221-8147
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Reg. No.	Date	Reg. No.	Date





Republic of the Philippines
Department of Education
DAVAO REGION

SCHOOLS DIVISION OF DAVAO
RECORDS SECTION

RECEIVED

DATE: 23 JAN 2025
TIME: 3:01

January 22, 2025

REGIONAL MEMORANDUM
QAD-2025-011

**REVISION TO RM-QAD-2025-005 ADDITIONAL REQUIREMENT FOR INCREASE
IN TUITION AND/ OR OTHER FEE APPLICATIONS STARTING SY 2025-2026**

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

1. The title of this memorandum is revised and shall be known now as **"ADDITIONAL REQUIREMENTS FOR TUITION AND/OR OTHER FEE APPLICATIONS STARTING SY 2025."**
2. Likewise, item No. 1 of **Regional Memorandum QAD-2025 005** is modified and shall read as follows:

"Starting School Year 2025-2026, the **CURRENT YEAR** government permit issued by this Office to all private educational institutions shall form part of the documentary requirements of schools for applications to increase, **decrease or maintain their previous year's tuition and/or other fees.**"
3. Educational institutions intending to increase their previous year's tuition and/or other fees, shall submit the **preceding school year confirmation of fees approved by the Regional Director.**
4. Further, schools intending to increase their tuition and/or other fees shall submit the minutes of the consultation meeting conducted with their parent-stakeholders. Same document must contain the signatures of the majority (50% +1) of the parents who attended the consultation- meeting.
5. The Quality Assurance Division (QAD) is directed to include the aforementioned requisites in the checklist of requirements of the Online Application System of DepEd RXI.
6. All other provisions stipulated in Regional Memorandum QAD-2025 not affected by the aforementioned revision shall remain in effect.
7. For information, guidance and compliance.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
DATE: 445/11
JAN. 23, 2025

ALLAN G. FARNAZO
Director IV

ROQ1/jsa



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Republic of the Philippines
Department of Education
DAVAO REGION

January 6, 2025

REGIONAL MEMORANDUM
QAD-2025-005

**ADDITIONAL REQUIREMENT FOR INCREASE IN TUITION AND/ OR OTHER
FEE APPLICATIONS STARTING SY 2025-2026**

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

1. Starting School Year 2025-2026, the **preceding year government permit issued by this Office** to all private educational institutions shall form part of the documentary requirements for applications intending to increase tuition and/or other fees.
2. The Quality Assurance Division (QAD) is directed to include the aforementioned requisite in the checklist of requirements of the Online Application System of DepED RXI.
3. For information, guidance and compliance.

REBONFAMIL R. BAGUIO


Director III
Officer-In-Charge
Office of the Regional Director

ROQ1/jsa

DEPARTMENT OF EDUCATION

RECORDS SECTION

RELEASED

By: 
Date: JAN. 07, 2025
4379



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