



DEC 21 2015

DIVISION MEMORANDUM
No. 863, s. 2015

**REQUIRED DOCUMENTS ON THE APPLICATION OF PRIVATE SCHOOLS FOR
CONFIRMATION OF TUITION FEES AND OTHER SCHOOL FEES**

TO : Assistant Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Pre-Elementary, Elementary, and Secondary Schools

1. Attached is Regional Memorandum No. 741, s. 2015, entitled, **REQUIRED DOCUMENTS ON THE APPLICATION OF PRIVATE SCHOOLS FOR CONFIRMATION OF TUITION FEES AND OTHER SCHOOL FEE**, for your reference and guidance.
2. All private schools are directed to follow strictly the required supporting documents. For details, please refer to the attached Memorandum.
3. Immediate and strict compliance of the content of this Memorandum is enjoined.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

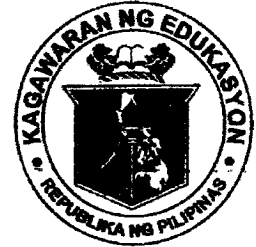
Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



DEC 10 2015

REGIONAL MEMORANDUM
No. 0741, Series of 2015

**REQUIRED DOCUMENTS ON THE APPLICATION OF PRIVATE SCHOOLS FOR
CONFIRMATION OF TUITION FEES AND OTHER SCHOOL FEES**

To: Schools Division Superintendents/Officers-in-Charge of Schools Divisions
Division Supervisors/Coordinators for Private Schools
Presidents, School Principal/Administrators of Private Schools in Basic Education
All Others Concerned

1. In consonance with DepEd Order No. 88, s. 2010 dated June 24, 2010 entitled "2010 Revised Manual of Regulations for Private Schools in Basic Education" particularly on Sections 180 to 182 of the said DepEd Order, effective School Year 2016-2017, this Regional Office 7 requires all private schools in basic education to comply with the following documentary requirements for application/request of confirmation of increase in tuition fees and other school fees:

- a. Endorsement from the Schools Division Superintendent;
- b. Letter-Request of the School;
- c. Board Resolution and Minutes of Board Meeting on the Increase in Tuition Fees and Other School Fees;
- d. Parents' Signatures approving the increase of tuition fees and other school fees for the School Year;
- e. Copy of the PTA Resolution;
- f. Photocopy of the Letter of Confirmation of Tuition Fees and Other School Fees of the previous school year;
- g. Certification under oath on the Utilization of 70%, 20% and 10% of the increase in Tuition Fees and Other School Fees;
- h. Certification under oath on Full and Half Tuition Fees waivers (if students/pupils are given discounts);
- i. Comparative Schedule of Tuition Fees and Itemized Other School Fees for the previous School Year and the current School Year;

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

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- j. Enrolment report by grade/ year level of the previous school year;
- k. Photocopy of the School Permit/ Government Recognition;
- l. Photocopy of the Financial Statement of the previous Calendar/Fiscal Year showing the financial status and results of operations of the school duly certified by the Certified Public Accountant and Independent/External Auditor; and
- m. Photocopy of the annual income tax return (BIR Form no. 1702) of the previous fiscal/calendar year filed/ stamped/received with the Bureau of Internal Revenue.

2. For private schools' applications of confirmation of non-increase in tuition fees and other school fees, the required documents to be submitted by private schools to this Office are the following:

- a. Endorsement from the Schools Division Superintendent;
- b. Board Resolution and Minutes of Board Meeting on the Non-Increase of Tuition Fees and Other School Fees;
- c. Comparative Schedule of Tuition Fees and Itemized Other School Fees for the previous School Year and the current School Year;
- d. Letter-Request of the School;
- e. Photocopy of the Letter of Confirmation of Tuition Fees and Other School Fees of the previous school year;
- f. Enrolment report by grade level of the previous school year; and
- g. Photocopy of the School Permit/ Government Recognition.

3. Requests of private schools for confirmation of tuition fees and other school fees must be reached at DepEd-Regional Office on or before May 15 of every year. Failure to submit application for confirmation of tuition fees and other school fees on time to the Regional Office shall be required a letter of explanation of the division office or the school concerned. A letter of confirmation which will be sent to the school from this Office should be posted on a conspicuous place in the school for the information and guidance of the pupils, students, teachers, parents, alumni and other interested parties.

4. For newly opened schools or new courses/levels offered by the schools, applicant-schools shall be required to submit proposal on the schedule of tuition fees and other school fees.

5. For further details on this matter, one may call Dr. Milagros C. Gabia, Chief of the Quality Assurance Division, at telephone number: (032)-2311071.

6. Wide and immediate dissemination of this Memorandum is directed.


JULIET A. JERUTA

Director III

Officer-in-Charge

Office of the Regional Director

