



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capital Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph SGOD Office (035) 225 - 6180

April 22, 2016



DIVISION MEMORANDUM

No. 268 s. 2016

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

***TO: Chiefs, CID and SGOD
DEPS/SEPS/EPS/Coordinators
District Supervisors/District In-Charge
Private Elementary and Secondary School Heads
All Others Concerned***

- 1. Attached is Regional Memorandum No. 69, s. 2016 entitled Required Documents on the Application of Private Schools for Confirmation of Tuition and Other School Fees, for the information and guidance of all concerned.***
- 2. For details, see attached communication.***


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
04/22/16 



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



REGIONAL MEMORANDUM
No. 69 s. 2016

O: 4/21/16

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RELEASED	
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RELEASED BY:	ofo
DATE RELEASED:	4-19-16

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

To : Schools Division Superintendents
Assistant Schools Division Superintendents
Education Program Supervisors/Coordinators for Private School
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 office requires all private schools in basic education to comply with the following documentary requirements for application/request of confirmation of increase in tuition 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 and Other School Fees;
 - d. Parent's Signature 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 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;
 - j. Enrolment report by grade/year level/gender for the last 3 School Years;
 - k. Photocopy of the School Permit/Government Recognition;

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

TEL: (035) 422 6227 / E-MAIL: depednir@gmail.com

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- l. Photocopy of the Financial Statement of the Previous Calendar/Fiscal Year showing financial status and results of operation of the school duly certified by the Certified Public Accountant and Independent/External Auditor;
 - 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; and
 - n. Photocopy of the proof of remittances for personnel in SSS,PAG-BIG, PhilHealth and payroll
2. For private school's applications of confirmation of non-increase in tuition fees and other school fees, the required documents to be submitted by the school to this Office are the following:
 - a. Endorsement from the Schools Division Superintendent
 - b. Letter-Request of the School
 - c. Board Resolution and Minutes of Board Meeting on the Non-increase of Tuition and Other School Fees;
 - d. Comparative Schedule of Tuition Fees and Itemized Other School Fees for the previous School Year and the current School Year;
 - e. Photocopy of the Letter of Confirmation of Tuition Fees and Other School Fees of the previous school year;
 - f. Enrolment report by grade/year level/gender for the last 3 School Years; and
 - g. Photocopy of the School Permit/Government Recognition.
3. The Schools Division Office shall process the submitted documents using Enclosure 1, Processing Sheet for application for Tuition and Other School Fees before endorsing it to the Regional Office.
4. Requests of private schools for confirmation of tuition fees and other school fees must reach at DepEd Regional Office on or before May 15 of every year. A letter of confirmation from this office will be sent to the school to be posted on a conspicuous place in the school for the information and guidance of the pupils, students, parents, alumni and other interested parties.
5. For newly opened schools or new courses/levels offered by the schools, applicant-schools shall be required to submit a proposal on the schedule of tuition fees and other school fees.
6. Wide and immediate dissemination of this memorandum is desired.

GILBERT T. SADSAD

Director III

Officer-In-Charge

Office of the Regional Director


SALUSTIANO T. JIMENEZ, CESO VI
OIC-OFFICE OF THE ASSISTANT REGIONAL DIRECTOR

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

TEL: (035) 422 6227 / E-MAIL: depednir@gmail.com

FB: facebook.com/depednir / WEB: depednir.weebly.com

Enclosure 1: NIR QA Form

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



PROCESSING SHEET
APPLICATION FOR INCREASE OF TUITION AND OTHER SCHOOL FEES

Name of School : _____
Address of School : _____
Course/s Offered : _____
School Year : _____
Date Received : _____

Particulars	Quality Description	Remarks
1. Document Presentation	<input type="checkbox"/> Submitted 2 sets of documents (original and photocopies of the original documents) <input type="checkbox"/> Page finder tabs corresponding to the numbers of documents in the checklist were affixed accordingly to each document <input type="checkbox"/> Compilation of documents followed the order/sequence as stated in the attached checklist <input type="checkbox"/> Colored folders were used according to the assigned division color <input type="checkbox"/> Long expanding folders and papers (8.5" x 13") were used <input type="checkbox"/> All documents were listed in a Table of Contents	
2. Processing Sheet	<input type="checkbox"/> Duly accomplished and signed by the Division in-charge of private/public schools and countersigned by the ASDS and SGOD Chief <input type="checkbox"/> No information was left out by the process	
3. Endorsement	<input type="checkbox"/> Duly signed by the SDS or his/her appointed OIC <input type="checkbox"/> Dated within one week prior to submission to RO <input type="checkbox"/> Consistent with the intended subject/grade level as stated in the Letter of Request or PTA/Board Resolution	
4. Letter –Request of the School	<input type="checkbox"/> Signed by the School Head or the requesting party	
5. Board Resolution	<input type="checkbox"/> Notarized <input type="checkbox"/> Indicated the PTA approved amount of increase	

Enclosure 1: NIR QA Form

<p>6. Minutes of General PTA Meeting/Copy of the PTA Resolution</p>	<p><input type="checkbox"/> Contained the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> agenda <input type="checkbox"/> agreement <input type="checkbox"/> attendance of parents by grade level <p><input type="checkbox"/> Duly signed by the PTA secretary and president and noted by the School Head</p>	
<p>7. Photocopy of the Letter of Confirmation of Tuition Fees and Other School Fees of the Previous Year</p>	<p><input type="checkbox"/> Signed by the Regional Director</p>	
<p>8. Certification</p>	<p><input type="checkbox"/> Notarized</p> <p><input type="checkbox"/> Certification on the Utilization of 70%, 20% and 10% of the increase in Tuition Fees and Other School Fees</p> <p><input type="checkbox"/> Certification on Full and Half Tuition Fees waivers (if students/pupils are given discounts)</p>	
<p>9. Comparative Schedule of Tuition Fees and Itemized Other School Fees for the Previous SY and the current SY</p>	<p><input type="checkbox"/> Followed the attached format</p> <p><input type="checkbox"/> Duly signed by the School Head</p>	
<p>10. Enrolment</p>	<p><input type="checkbox"/> Observed gender segregation by course/grade level</p> <p><input type="checkbox"/> Contained the last 3 year enrolment</p> <p><input type="checkbox"/> Duly signed by the School Head</p>	
<p>11. Photocopy of the School Permit/Government Recognition</p>	<p><input type="checkbox"/> Certified True Copy</p>	
<p>12. Financial Statements of the previous Calendar/Fiscal Year</p>	<p><input type="checkbox"/> Audited by licensed auditor</p> <p><input type="checkbox"/> Contained the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Income statement <input type="checkbox"/> Balance sheet <input type="checkbox"/> Income tax return (previous year) <p><input type="checkbox"/> Acknowledged Proof of Remittances for teachers in the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> BIR <input type="checkbox"/> SSS <input type="checkbox"/> PhilHealth <input type="checkbox"/> PAGIBIG 	

13. Photocopy of Payroll/Pay slip of Teachers	<input type="checkbox"/> Indicated the increase received by teachers and other school personnel <input type="checkbox"/> Duly signed by the recipients	
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Evaluated by:

Counterchecked by:

Division In-charge

Chief, SGOD

Noted:

ASDS

Reviewed and validated by:

Checked and verified:

CYNTHIA M. VISPERAS
Regional QAD Asst. Lead Coordinator

SOFIA A. TUNDAG
Regional QAD Lead Coordinator

Enclosure No. 2

PROPOSED INCREASE IN TUITION AND OTHER FEES

SY _____

Name of School: _____

Address of School: _____

Level	TUITION FEES		% OF INCREASE	OTHER FEES		% OF INCREASE	TOTAL	
	Previous School Year	Current School Year	$\left[\frac{(\text{col 2} - \text{col 1}) + \text{col 1}}{\text{col 1}} \right] \times 100$	Previous School Year	Current School Year	$\left[\frac{(\text{col 5} - \text{col 4}) + \text{col 4}}{\text{col 4}} \right] \times 100$	Previous School Year	Current School Year
	col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col1+col4	Col2+Col5
Nursery 1								
Nursery 2								
Kinder 1								
Kinder 2								
Grade 1								
Grade 2								
Grade 3								
Grade 4								
Grade 5								
Grade 6								
Grade 7								
Grade 8								
Grade 9								
Grade 10								

Note:

1. Present the annual tuition and other school fees.
2. Show breakdown of Other School Fees (Miscellaneous Fee, Registration Fee, Computer Fee and all fees other than tuition) on another sheet

Prepared by:

School Head/Principal

Reviewed by:

Staff, QAAD

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

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