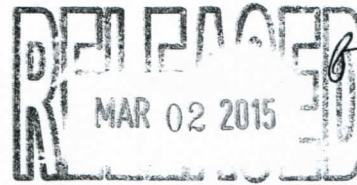




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



February 26, 2015

REGIONAL MEMORANDUM

NO: 051 : 20 15

DEPED-CAR Time: _____

GUIDELINES IN THE APPLICATION FOR INCREASE IN TUITION AND OTHER SCHOOL FEES

To : Schools Division Superintendents
School Heads/Administrators of Private Schools
All Divisions

1. This is to reiterate the implementation of the guidelines in applying for increase in tuition and other schools fees per DepEd Order No. 88, s. 2010 and DepEd Order No. 11, s. 2011.
2. The following documents are to be submitted in support to the application for increase in school fees:
 - a. A notarized certification stating the distribution of the tuition fee increase;
 - 70 % of the proceeds is allocated for increase of salaries/wages of the teaching and non teaching employees.
 - 18% will be used for school improvement, student assistance and extension activities
 - 12% return of investment
 - b. Notice/letter to parents for consultation regarding increase in school fees
 - c. Minutes of the PTA consultative meeting including the attendance of those who attended said activity.
 - d. Comparative Schedule of school fees, current and new rate
 - e. Financial statement showing the financial status of the school duly certified by a certified public accountant.
 - f. A copy of the last tax return, filed with the Bureau of Internal Revenue.
3. Reiteration is likewise hereby made for Schools Division Offices to look into complete compliance to requirements, not only of proposed increase of tuition fees, but also applications for permit to operate, renewal and recognition of private basic education institutions.
4. Immediate and wide dissemination of this memorandum is desired.


ELLEN B. DONATO, Ed.D., CESO III
Director IV 

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434