



Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional IX - Zamboanga Peninsula
Division of Zamboanga del Norte
Estaka, Dipolog City



MEMORANDUM


TO : ASDSs
Chief, SGOD & CID
Public Schools District Supervisors,
Division Private School Supervisor/Coordinator,
School Administrators/School Heads, Private Secondary Schools,
SUCs offering JHS and/or SHS,
Private School Record In-Charge
All Others Concerned

FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : **REITERATING THE POLICIES ON TUITION FEE, MISCELLANEOUS
AND OTHER SCHOOL FEES INCREASE**

DATE : December 3, 2018

1. This is to reiterate Regional Memorandum No. 191, s. 2018, re: Policies on Tuition Fee, Miscellaneous and Other School Fees Increase, as hereto attached for the information and guidance of the field;
2. To clarify the timelines, private school applicants are given before the month of January 2019 within which to submit to this Office their application for school fees increase for S.Y. 2019-2020 to make it effective. Otherwise, the applications shall be subject to the repercussions as stated in RA. 6139, which are reiterated in the hereto attached Regional Memorandum;
3. Further, this Office directs the School Governance and Operations Division (SGOD) through the School Management, Monitoring and Evaluation (M & E) Unit, to facilitate and fast track the evaluation and endorsement of papers to the QUAD-Regional Office, and to submit terminal report after the application evaluation period;
4. Upon its signing, this Memorandum shall supersede prior division issuances relative to the subject, and shall continue to take effect until revoked or modified by competent authority;
5. Immediate and wide dissemination of this Memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

Encl.:
As stated



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Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Airport Road, Tiguma, Pagadian City



REGIONAL MEMORANDUM
NO 191 S. 2018

POLICIES ON TUITION FEE, MISCELLANEOUS AND OTHER SCHOOL FEES INCREASE

TO: Schools Division Superintendents
SGOD Chiefs and M&E Coordinators
All Others Concerned



1. Due to various issues and concerns encountered by the Schools Divisions and Region on request and approval of tuition fee increase in the private schools, the following policies are hereby set for guidance in all levels including the pre-school, to wit:
 - A. Sec. 2 of R.A. 6139 stipulates that any private educational institution proposing to increase the tuition/or other fees being charged and/or collected by it for any course shall adopt the 180 days before the school year, semester, or term in which the increase to be effective. Thus, the said request shall be submitted to the Division Office before the month of January of the current school year. The division office shall examine and evaluate the documents and endorse the same to the regional office on or before January 15 of the current school year for further evaluation and validation. (Please see attached checklist for the requirements).
 - B. Late submission of the documents for the said purpose shall not be acted upon instead return the documents to the concerned division/school and no request for tuition fee and other school fees increase shall be processed without the signature of the private school in-charge of the concerned division and endorsement from the schools division superintendents.
 - C. There shall be no increase on tuition fee or other school fees or charges shall be approved unless seventy percent (70%) of the tuition fee increase shall be allocated for payment of salaries, wages, allowances and other benefits of the members of the faculty and other employees of the school concerned, and the balance will be appropriated for institutional development, student assistance and extension services, and return on investment. Provided, that in no case shall the return on investment exceed twelve percent (12%) of the incremental proceeds.
 - D. Request for tuition fee and other school fees increases regardless of percentage shall be addressed to this office.
 - E. No school shall impose tuition fee increase and other school fees increase without the approval of this office before the opening of the next school year or the succeeding opening of classes.
 - F. Immediate and wide dissemination of this memorandum is enjoined.


DANILO E. DESPI
OIC, Assistant Regional Director

References:

DepEd Order No. 11, s. 2011
Republic Act No. 6139

To be indicated in the perpetual index under the following subjects:

GUIDELINES POLICIES TUITION FEE INCREASE