



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

April 6, 2021

DIVISION MEMORANDUM

No. 90, s. 2021

**SUBMISSION OF DOCUMENTS OF PRIVATE SCHOOLS FOR THE
APPLICATION FOR INCREASE AND NOTICE OF NO INCREASE OF
TUITION AND OTHER SCHOOL FEES FOR SCHOOL YEAR 2021-2022**

**To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Senior/ Education Program Specialists
School Heads of Private Kindergarten, Elementary, Secondary
and Integrated Schools
District Private Schools Coordinators
All Others Concerned**

1. Please be informed that the **deadline** of submission of documents of private schools for the application for increase and notice of no increase of tuition and other school fees for school year 2021-2022 will be on **May 7, 2021**. It shall be submitted to the Office of School Governance and Operations Division, Attn.: Mr. Johann C. Cawaling, Education Program Supervisor, In-charge of Private Schools.
2. In line with the completeness and accuracy of documents to be submitted to the Regional Office, private schools are advised to follow the attached requirements.
3. Immediate and wide dissemination of this Memorandum is directed.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Enclosure: as stated
To be indicated in the Perpetual Index
under the following subjects

POLICY RULES AND REGULATIONS SCHOOLS TUITION FEE

JCC



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TUITION FEE INCREASE

- Request should be filed to the SDO to be endorsed to the RO
- Deadline - May 15 of every year

Requirements for the Submission of Tuition Fee Increase/No Increase

1. CONSULTATION PROCESS

- a. actual meetings or discussion on the advantages and disadvantages of the proposed increase in tuition fees
- b. must be initiated by the Presidents/Heads of the School or their representatives
- c. Notice - at least 15 days before the dates of consultation, notices must be sent to all parties involved and be posted on the bulletin board.
- d. The Consultation Period must have been completed not later than 28 February of the SY preceding the SY that the intended increase shall take effect.

2. LETTER OF ADVICE

- a. duly signed by the President/Head of School informing the DepED RO of its intention to increase tuition fees or no increase of tuition fees.

3. CERTIFICATE OF INTENDED COMPLIANCE (COIC)

- a. seventy percent (70%) of the proceeds to be derived from the TFI shall be used for the payment of increase in salaries, wages, allowances and other benefits of its teaching and non-teaching personnel and other staff except those who are principal stockholders of the school
- b. A comparative schedule of tuition fees for the current school year and the proposed increases for the incoming SY with the difference(s) expressed in both peso and percentage terms duly notarized by the school head.

4. CERTIFICATE OF COMPLIANCE (COC)

- a. seventy percent (70%) - payment of increase in salaries, wages, allowances and other benefits of its teaching and on-teaching personnel and other staff
- b. twenty percent (20%) - improvement of the school facilities
- c. ten percent (10%) will be the Return of Investment (ROI) of the school.

5. A COMPARATIVE SCHEDULE OF TUITION FEES for the current school year and the proposed increases for the incoming SY with the difference(s) expressed in both peso and percentage terms duly notarized by the *lawyer*

6. A CERTIFICATION SIGNED BY THE SCHOOL HEAD that the appropriate consultation(s) as herein provided for, has been made accordingly. The certification shall include information on the conduct and results of such consultation, including objectives raised by the PTA/faculty association/student government, etc.

7. ATTENDANCE DURING THE CONSULTATION PROPER

FOR NO INCREASE

1. LETTER OF ADVICE (LOA)

2. COMPARATIVE SCHEDULE OF TUITION FEES INCLUDING MISCELLANEOUS FOR LAST YEAR AND CURRENT YEAR