



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

6399

May 25, 2023

OFFICE MEMORANDUM

QAD-2023- **311**

APPROVED INCREASE IN TUITION, MISCELLANEOUS AND OTHER SCHOOL FEES OF TRINITY CENTER FOR CREATIVE LEARNING AND DISCOVERY, INC., BORONGAN CITY EASTERN SAMAR EFFECTIVE SY 2023-2024

To: Schools Division Superintendent } Division of Borongan City
All Others Concerned

1. This is to announce to the field the APPROVED Increase in Tuition, Miscellaneous and Other School Fees of Trinity Center for Creative Learning and Discovery, Inc., Borongan City, Eastern Samar effective SY 2023-2024 after compliance with all the requirements pursuant to DepEd Order No. 18, s. 2009, DepEd Order No. 88, s. 2010 and DepEd Order No. 11, s. 2011.

2. Below are the details of the **approved** tuition, miscellaneous and other school fees:

LEVEL	APPROVED SCHOOL FEES	APPROVED SCHOOL FEES	DIFFERENCE	% OF INCREASE
	SY 2022-2023	SY 2023-2024		
Kindergarten	28,000.00	30,000.00	2,000.00	
TUITION FEE	20,000.00	22,000.00	2,000.00	10 %
OTHER SCHOOL FEES	8,000.00	8,000.00	0.00	0 %

3. The Schools Division Superintendent is directed to facilitate the proper implementation on the provision of this issuance and monitor the compliance of the school with the Rules and Regulations on School Fees as mandated by the Department of Education to protect the interests of the students considering the current economic conditions.

4. For dissemination and compliance.

QAD-MDC



[Signature]
EVELYN R. FETALVERO, CESO III
Regional Director ✓





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CHECKLIST OF REQUIREMENTS FOR THE APPLICATION TO INCREASE AND COLLECT TUITION AND OTHER SCHOOL FEES

Name of School: Trinity Center for Creative Learning and Discovery, Inc.
Division: Borongan City
Complete Address of School: Brgy. Lalawigan, Borongan City, E. Samar
School Year: 2023-2024

	Description of Document/Requirement	Remarks
<input checked="" type="checkbox"/>	1. PTA Resolution indicating among others the need to increase and collect fees, based on reasonable amount, duly signed by $\frac{3}{4}$ of the legitimate PTA Key Officials and $\frac{3}{4}$ of the PTA Board.	Complied 5/12/2023
<input checked="" type="checkbox"/>	2. Notice of consultation meeting received by the concerned parents.	Complied 5/12/2023
<input checked="" type="checkbox"/>	3. Sworn certification of the School Head attesting and/or confirming that there was really a meeting held to consult parents on the proposed increase.	Complied 5/12/2023
<input checked="" type="checkbox"/>	4. Proof of confirmation on the tuition fee increase and other fees by the parents (at least $\frac{3}{4}$ of the parents)	Complied 5/12/2023
<input checked="" type="checkbox"/>	5. Comparative presentation of tuition and other fees (before the increase and the proposed tuition & other fees)	Complied 4/11/2023
<input checked="" type="checkbox"/>	6. Statement and under oath by proper official(s) of the school concerned of the itemized current rates of tuition and other charges and the corresponding itemized proposed changes thereon, as well as: <ul style="list-style-type: none">> new fees or charges to be imposed;> proposed allocation of the incremental proceeds (70% of the increase shall be allocated for payment of salaries, wages, allowances and other benefits of members of the faculty and other employees of the school; and> 30% is for institutional development, student assistance and extension service, and return of investment.	Complied 5/12/2023
<input checked="" type="checkbox"/>	7. Financial Statement showing the Financial Status of the school duly certified by duly certified public accountant.	Complied 5/12/2023



<input checked="" type="checkbox"/>	8. A copy of the last tax return, filed with the Bureau of Internal Revenue (BIR).	Complied 4/11/2023
<input checked="" type="checkbox"/>	9. Minutes of the consultation meeting with the attendance of the parents signifying their approval to the increase.	Complied 5/12/2023
<input checked="" type="checkbox"/>	10. Picture/s of the consultation meeting.	Complied 4/11/2023
<input checked="" type="checkbox"/>	11. Photo copy of the latest approved school fees	Complied 5/12/2023

EVALUATION:

Complied with all the requirements

Not complied with all the requirements

SUMMARY OF FINDINGS:

All the requirements were complied after the submission of the lacking documents on May 12, 2023.

RECOMMENDATION:

Recommended for approval of the Regional Director on the increase in tuition and other school fees

Evaluated by:

MARLOU D. CAMPOSANO
Education Program Supervisor

Date: May 12, 2023