



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

**REGIONAL MEMORANDUM**

No. **564** s. 2025

May 20, 2025

**REMINDER ON THE REQUIREMENTS OF THE APPLICATION FOR  
SCHOOL FEES OF PRIVATE SCHOOLS**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
All Others Concerned

1. In adherence to the standard guidelines on school fees, this Office, through the Quality Assurance Division (QAD) informs the field on the Requirements of the Application for School Fees of Private Schools, as follows:

TYPE OF APPLICATION	REQUIREMENTS	DESCRIPTION	REMARKS
1) Application for Increase of School Fees	1.1. PTA Resolution	Indicating the need to increase and collect fees, based on reasonable amounts, duly signed by $\frac{3}{4}$ of the legitimate PTA Key Officials / $\frac{3}{4}$ of the PTA Board.	
	1.2. Proof of Notice of Consultative Meeting	Duly received by the concerned parents.	Attach two sample copies of the Notice of Consultative Meeting received by the parents
	1.3. Omnibus Sworn Statement (to be executed by	<ul style="list-style-type: none"><li>Confirmation that a meeting was held to consult parents on the proposed increase.</li></ul>	Contains the following information: ✓ Date, time, and venue of the meeting ✓ Number of parents who received the

	<i>the School Head)</i>		<p>Notice of the Consultative Meeting</p> <p>✓ Number of parents who actually attended</p>
		<ul style="list-style-type: none"> <li>• Manifestation that the increase of tuition fee, miscellaneous, and other fees was confirmed by at least <math>\frac{3}{4}</math> of the parents</li> </ul>	<p>✓ Reflect the percentage on the actual number of parents who confirmed on the proposed increase against the total number of parents</p>
	1.4. Comparative Presentation of Tuition and Other School Fees	<p>Presentation of the existing and the proposed fees showing the amount and the percentage of increase</p>	<p>✓ The computation shall be Annual-Based</p> <p>✓ Current fees shall reflect the exact amount indicated in the memorandum of approved fees</p>
	1.5. Statement of the Itemized Current Rates of Tuition and Other Charges <i>(under oath by proper official(s) of the school concerned)</i>	<ul style="list-style-type: none"> <li>• Shows the corresponding itemized proposed changes to be imposed, and the proposed allocation of the <b>incremental proceeds</b>. <i>(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, 30% is for institutional development, student assistance and extension service, and</i></li> </ul>	<p>✓ The computation for the <b>incremental proceeds</b> from the tuition fee increase, such as the increase for the current year, is to be multiplied by the number of enrollees in the same year who have actually paid for the increased tuition fees.</p> <p>✓ The return of investment (ROI) exceeds twelve percent (12%) of the incremental proceeds. The declared ROI shall be deducted in the 30% for the final amount for Institutional Development</p> <p>✓ Provide the same comparative presentation for the</p>



		<i>return of investment.)</i>	Miscellaneous and Other Fees.
	1.6. Financial Statement	Showing the Financial Status (FS) of the school, duly certified by a Certified Public Accountant.	The identified cash inflow per itemized collection shall also be indicated in the FS consistent in the cash outflow under operational expenses for miscellaneous and other fees.
	1.7. Copy of the latest Income Tax Return	Filed with the Bureau of Internal Revenue (BIR)	Stamped "Received" by the BIR
	1.8. Minutes of the Consultative Meeting	Records the proceedings of the meeting reflecting the attendance of the parents signifying their approval of the proposed increase	Contains the following: <ul style="list-style-type: none"> <li>✓ date, time, venue, and agenda of the consultative meeting</li> <li>✓ attendance against the total number of parents</li> <li>✓ proceedings of the consultation highlighting the status of confirmation of the proposed increase in school fees</li> <li>✓ approval of minutes of meeting</li> </ul>
	1.9. Picture/s of the Consultative Meeting		
	1.10. Latest Approved School Fees	Photocopy of the Regional Memorandum on the existing fees	Certified true copy from the File signed by the School Head
2) Application for Approval of School Fees	2.1. Letter Request	Shall be signed by the School Head/ School Director	One time consideration only for the school who claimed to have no file of approved school fees.
	2.2. Affidavit indicating the reason/s for the request for approval of	Notarized	

	current school fees		
	2.3. Schedule and breakdown of school fees.	The document shall show the current Tuition, details of the Miscellaneous and Other Fees	
<b>NOTE:</b> 1) Miscellaneous Fees – payments that directly provide benefits to the learners/teachers (Ex.) School ID, Club Membership, Handbook, staff development, etc. 2) Other Fees – payments that are helpful to augment the school operations (Ex.) Laboratory Fees, Maintenance Fees (be specific), Internet Connection bills, School Improvements, Energy Fee, Water Bills, etc.			Ensure that there is no duplication of the nature of collection vis-à-vis in the items under 30% of the tuition fees potential expenditure

3. Provided are the sample forms that can be accessed through this link:  
**<https://tinyurl.com/SampleSchoolFeesForm>.**

4. The deadline for submission is on or before May 15 of the current year and there shall be no applications to be forwarded to the Regional Office after the deadline.

5. The schools concerned shall submit only one set of original/authenticated copies of complete required documents duly endorsed by the Schools Division Superintendent and marked "RELEASED" prior to the submission to this Office.

5. Immediate dissemination of and strict compliance with this Memorandum are desired.



  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

Enclosures:

References:

R.A. No. 11984  
 DepEd Order 18, s. 2009  
 DepEd Order 15, s. 2010  
 DepEd Order 88, s. 2010  
 DepEd Order 11, s. 2011  
 DepEd Order 012, s. 2025

To be indicated in the Perpetual Index under the following subjects:

CHANGE

MONITORING AND EVALUATION

RATE

QAD-RRC