



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

March 30, 2026

REGIONAL MEMORANDUM

No. **397** s. 2026

**DOCUMENTARY REQUIREMENTS FOR APPROVAL ON THE COLLECTION OF
TUITION, MISCELLANEOUS, AND OTHER SCHOOL FEES
IN PRIVATE SCHOOLS**

To: Schools Division Superintendents
Private School Heads
All Others Concerned

1. Pursuant to the existing policies on the operation of private schools, this Office reiterates that all private schools granted with Government Permit (GP), Government Recognition (GR), and Provisional Permit for Senior High School (SHS) shall secure an approved Regional Memorandum for the collection of Tuition, Miscellaneous, and Other School Fees to ensure transparency and compliance with DepEd standards and regulations.
2. Private schools applying for approval to collect school fees shall submit the required documentary requirements, properly endorsed by the Schools Division Superintendent, to this Regional Office as detailed in the attached enclosure.
3. The Schools Division Offices (SDOs), through the Private School Coordinators, are directed to monitor the compliance of the schools and ensure that no unauthorized fees are being collected from the learners.
4. For strict compliance and immediate dissemination.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director



Enclosures: As stated

References: As stated

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

MONITORING AND EVALUATION

PRIVATE SCHOOLS

QAD-MCMS

Enclosure to Regional Memorandum No. 397,s. 2026

CATEGORY A:

REQUIREMENTS FOR INITIAL/NEW APPLICATION TO COLLECT SCHOOL FEES

(For offering a new program/grade level, or schools without previously approved school fees)

1. **Letter Request** signed by the School Head or School Director;
2. **Sworn Affidavit** executed by the School Head affirming that a consultative meeting was conducted with the parents stating the specific reason/s for the proposed school fees;
3. **Schedule and Breakdown of School Fees** (Tuition, Miscellaneous, and Other School Fees); and
4. **Notarized Minutes of the Meeting** containing a manifestation statement that the request for approval of tuition, miscellaneous, and other school fees was confirmed by at least three-fourths (3/4) of the registered parents of the school.

CATEGORY B:

REQUIREMENTS FOR TUITION AND OTHER SCHOOL FEES INCREASE

(For existing schools applying for a fee increase)

1. **Letter Request** signed by the School Head or School Director;
2. **PTA Resolution** indicating among others the need to increase and collect school fees, based on reasonable amounts, duly signed by $\frac{3}{4}$ of the legitimate PTA Key Officials and $\frac{3}{4}$ of the PTA Board;
3. **Proof of Notice** of the consultation duly received by the concerned parents;
4. **Sworn Affidavit** executed by the School Head affirming that a consultative meeting was conducted with the parents stating the specific reason/s for the proposed school fees increase;
5. **Proof of confirmation** on the increase of tuition, miscellaneous, and other school fees by at least $\frac{3}{4}$ of the total number of registered parents in the school;
6. **Comparative presentation of tuition, miscellaneous and school other fees** (before the increase and the proposed tuition, miscellaneous & other school fees);
7. **Statement of the itemized current rates** of tuition and other charges and the corresponding itemized proposed changes thereon, as well as the new fees or charges to be imposed, and the 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, 30% is for institutional development, student assistance and extension service, and return of investment). This document shall be under oath by proper official(s) of the school concerned;
8. **Financial Statement** showing the financial status of the school, duly audited and signed by a Certified Public Accountant (CPA);
9. A copy of the **recent tax return**, filed with the Bureau of Internal Revenue (BIR);
10. **Minutes of the consultation meeting** with the attendance of the parents signifying their approval to the increase;
11. **Picture/s** of the consultation meeting properly labeled; and
12. Photocopy of the **latest approved Regional Memorandum** on the collection of school fees.

[TEMPLATE: BREAKDOWN OF PROPOSED SCHOOL FEES]

Breakdown of Proposed Tuition, Miscellaneous, and Other School Fees
[Name of School, Address] [Name of Division] Division
Effective SY 2026-202

Schedule of Fees	[Grade Level]
Tuition Fee	[Amount]

Schedule of Fees	[Grade Level]
Miscellaneous Fee	[Amount]
Fee Item 1	
Fee Item 2	
Fee Item 3	

Schedule of Fees	[Grade Level]
Other Fee	[Amount]
Fee Item 1	
Fee Item 2	
Fee Item 3	

Prepared by :

[NAME]
[Name]