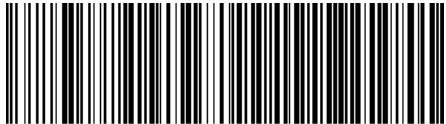
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VERSION NO. 2.0	REVISION NO. 0.1	EFFECTIVITY DATE 09 July 2018	Page 1 of 1	

PROCESSING SHEET FOR TUITION FEE INCREASE APPLICATION

(Pursuant to DECS Orders No. 21, 21-A, s. 1993; 20, s. 1994; and 12, s. 1997)

Name of School: _____
Address of School: _____
Principal/Administrator: _____
Mobile No.: _____

REQUIREMENTS

- () Correct format for proposed tuition fee increase signed by the school head, with 70% and 30% allocation (notarized)
- () A certification under oath signed by the School head that appropriate consultations for the forthcoming SY _____ have been conducted by the school administration with duly organized parents and teachers associations, or their equivalents in the absence of such organizations;
- () Information on the nature of consultations, including any formal objections raised during the consultation. Such formal objections if made, including counter-proposals where offered, shall form part of the information required in the certification of consultation; and
- () A certification under oath signed by the school head that seventy percent (70%) of the amount of tuition fees increase in SY _____ will go to the payment salaries, wages, allowances and other benefits of teaching and non-teaching personnel except administrators who are principal stockholders of the school, including such increases as may have been provided for in collective bargaining agreements existing or in force at the time when R.A. 6728 was approved and made effective; and at least thirty percent (30%) will go to the improvement or modernization of buildings, equipment, libraries, laboratories and similar facilities and to the payment of other costs of operations.
- () Financial statement showing the financial status of the school duly certified by a certified public accountant; and
- () Copy of the last tax return, filed with the Bureau of Internal Revenue.

Processed by:

Education Program Supervisor
(signature above printed name)

Date