



Republic of the Philippines  
**Department of Education**  
REGION III  
**TARLAC CITY SCHOOLS DIVISION**

000204

03 January 2025

**DIVISION MEMORANDUM**

No. 05, s. 2025

To : Assistant Schools Division Superintendent  
Division Chiefs  
Heads of Private Schools  
All Others Concerned

**COMPLIANCE FOR NOTIFICATION OF TUITION, MISCELLANEOUS, AND  
OTHER FEES FOR SCHOOL YEAR 2025-2026**

1. Pursuant to Regional Memorandum No. 164, s. 2016 entitled Expediting Application for Approval of Increase in Fees, private schools are advised to submit the application and complete documentary requirements for Notation of School Fees SY 2025-2026 to wit:

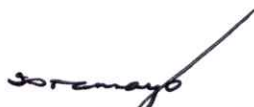
1.1. For No Increase of Fees

- a. Letter of Intent addressed to the Schools Division Superintendent
- b. Proposed Tuition fee (Breakdown of School fees and Comparative Schedule of Tuition and Miscellaneous Fees)
- c. Photocopy of the previous or latest noted fees
- d. Photocopy of government permit or recognition

1.2. For the Increase of Fees to be acted at the Regional Office, the documentary requirements are enumerated in Enclosure 1.

2. The deadline for the submission of complete documentary requirements is on or before June 30, 2025.

3. Immediate and wide dissemination of this Memorandum is desired.

  
**MA. IRELYN P. TAMAYO, PhD, CESO V**  
Schools Division Superintendent

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Encl: N o n e

Reference: N o n e

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

PRIVATE SCHOOL



**Processing Checklist for Application for Increase & Notation in School Fees  
in Private Pre-Elementary, Elementary, and Junior High Schools  
(per D.O. No. 12, s. 1997)**

**Name of School:** \_\_\_\_\_  
**Location/Address:** \_\_\_\_\_  
**SY applied for:** \_\_\_\_\_  
**Government Recognition No:** \_\_\_\_\_ **SY** \_\_\_\_\_

- \_\_\_\_\_ 1. Date received by DepEd RO III, City of San Fernando, Pampanga (submission should be on or before June 2025).
- \_\_\_\_\_ 2. Letter of advice to the Regional Office signed by the School Head, indicating among others the school's intention to comply with the provision of R.A. 6728 for the forthcoming SY \_\_\_\_\_.
- \_\_\_\_\_ 3. Xerox copy of the approved Tuition, Miscellaneous & Other School fees SY \_\_\_\_\_. (previous school year or latest noted fees).
- \_\_\_\_\_ 4. Comparative Schedule of Tuition, Miscellaneous, and Other School Fees for the current school year with that of the previous year indicating in both peso and percentage forms of increase. *(This should be done by the school with an increase or no increase)* Note: The miscellaneous & other fees should be itemized.
- \_\_\_\_\_ 5. Percentage of increase of tuition/ miscellaneous & other fees.
- \_\_\_\_\_ 6. Certification under Oath (notarized by a duly licensed notary public) signed by the School Head that the following requirements of R.A. 6728 have been complied with namely, (a), (b), and (c):
  - \_\_\_\_\_ (a) Appropriate consultations have been conducted with duly organized PTA / PTCA and Faculty Association. Copy of excerpts of the minutes of the meeting of PTCA or Family Council Association should be submitted. The date of consultation should not be later than March 30.
  - \_\_\_\_\_ (b) Seventy percent (70%) of the amount of tuition fee increase (incremental proceeds) of the previous school year went to the increase of payment in salaries, wages, and other benefits of teaching and non-teaching personnel except the school administrators who are principal stockholders of the school. Copy of proof of such increases such as Xerox copies of payroll (before and after the increase) of the concerned teachers and support staff, other teacher benefits such as staff development, etc.
  - \_\_\_\_\_ (c) At least twenty percent (20%) went to the improvement or modernization of buildings, equipment, libraries, and similar facilities. Itemized copy of improvements with the amount written opposite each item with supporting documents and photocopies of sample receipts of purchases and others.

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OTHER FINDINGS (specify)

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RECOMMENDATIONS:

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Processed/ Evaluated by:

**SUNSHINE C. CASTRO**  
SEPS, SMME

Date: \_\_\_\_\_

Validated by:

**DIOSALYN A. AZARCON**  
RO- Quality Assurance Division

Date: \_\_\_\_\_

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