



REGIONAL MEMORANDUM

No. 756, s. 2019



DATE: November 12, 2019

**PRIVATE SCHOOLS' APPLICATION FOR THE INCREASE OF TUITION & OTHER MISCELLANEOUS FEES
FOR EVERY SCHOOL YEAR**

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, RO Functional Divisions/SGOD/CID
RO and SDO Education Program Supervisors/Coordinators/Specialists
School Heads
This Region

1. This Office would like to inform all Heads of Private Schools whether with or without intension to increase their tuition and other miscellaneous fees for every school year that applications or updates must be submitted to the regional office every 1st quarter of the year (**RM. No. 103, s. 2019**) through the Division Private School Coordinator. However, for this school year and the previous school years, the said updates for tuition and other miscellaneous fees shall be submitted on or before November 30, 2019, both in soft (Excel) and hard copies. The soft copy shall be emailed to elanelpidang@gmail.com.
2. The Private School Head shall prepare the update of their tuition and other miscellaneous fees following the format in Enclosure No. 1 and submit to their respective division office. Moreover, Division Private School coordinator shall prepare the Division Consolidated list of private schools applying or not applying for tuition fee increase following the format in Enclosure No. 2.
3. The application with complete documentary requirements and updates shall be endorsed by the Schools Division Superintendent to the Regional Director for approval. Failure to submit the applications and updates in the above specified period shall not be entertained and the said private schools will not be included in the final list of private schools which are to be endorsed in the Central Office.
4. Wide dissemination of this memorandum is highly enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

QAD/eme
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Enclosure No. 1

Name of School

Address

PROPOSED SCHEDULE OF TUITION AND OTHER SCHOOL FEES FOR SCHOOL YEAR _____

CURRICULAR OFFERING	S.Y. _____	S.Y. _____	S.Y. _____
Kindergarten			
Tuition			
Other School fees			
total			
Elementary School			
Tuition			
Other School fees			
total			
Junior High School			
Tuition			
Other School fees			
total			
Senior High School			
Tuition			
Other School fees			
total			
Grand Total			

