



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 290, s. 2021

May 24, 2021

**DOCUMENTARY REQUIREMENTS FOR PRIVATE EDUCATIONAL
INSTITUTIONS INTENDING TO DECREASE OR NOT TO INCREASE TUITION
AND/OR OTHER FEES FOR SY 2021-2022 AND THE SCHOOL YEARS
THEREAFTER**

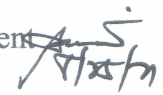
To: SGOD Chief
Public Schools District Supervisors
Private Schools Focal Person
Education Program Specialist II – SMM&E
Presidents/Directors/Principals of Private Elementary and Secondary Schools
All Others Concerned

1. Pursuant to Regional Memorandum 037, s. 2021 dated May 17, 2021, this Schools Division Office disseminates this to all private learning institutions intending to decrease or not to increase its tuition and/or other fees (miscellaneous fees) for SY 2021-2022 and the school years thereafter to submit to the Regional Office the following documents:
 - a) School's letter informing of its intent to decrease or not to increase its tuition and/or other fees;
 - b) Statement of the itemized current rates of tuition and other charges and of the proposed allocation of the incremental proceeds. Such statements shall, when accomplished be under oath by the proper official(s) of the school concerned;
 - c) Preceding year confirmation of tuition and/or other fees issued by the Regional Office;
 - d) Financial statement showing the financial status of the school duly certified by a certified public accountant; and
 - e) A copy of the latest income tax return filed with the Bureau of Internal Revenue.
2. The Regional Office reiterates its request to all private schools to ensure measures that their other fees (miscellaneous fees) are appropriate for the learning modality they will employ while the extended state of calamity remains imposed throughout the Philippines due to the corona virus pandemic.
3. This Schools Division Office hereby designates Mr. Eleser D. Mateo, the SGOD Document Evaluator / Education Program Specialist II-SMM&E to evaluate the documents submitted by private schools before preparing Indorsement to the Regional Office.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

4. Public Schools District Supervisors, together with the Private Schools Focal Person and the SGOD Document Evaluator, are directed to inform all private schools within the jurisdiction of this SDO of the contents and attachments of this Division Memorandum.
5. For information, guidance, and compliance.


CRISTY C. EPE
Schools Division Superintendent 

Schools Division of Digos
RECORDS SECTION
72016
DATE: 25 MAY 2021
SY:  4230 TN



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

May 17, 2021

REGIONAL MEMORANDUM
No. 037, s. 2021

**DOCUMENTARY REQUIREMENTS FOR PRIVATE EDUCATIONAL INSTITUTIONS
INTENDING TO DECREASE OR NOT TO INCREASE TUITION AND/OR OTHER
FEES FOR SY 2021-2022 AND THE SCHOOL YEARS THEREAFTER**

To : The Schools Division Superintendents
Presidents/Directors/Principals of Private Schools
All Others Concerned

1. Private learning institutions intending to decrease or not to increase its tuition and/or other fees (miscellaneous fees) for SY 2021-2022 **and the school years thereafter** are required to submit to this Regional Office the following documents:

- a) School's letter informing of its intent to decrease or not to increase its tuition and/or other fees;
- b) statement of the itemized current rates of tuition and other charges and of the proposed allocation of the incremental proceeds. Such statements shall, when accomplished be under oath by the proper official (s) of the school concerned;
- c) preceding year confirmation of tuition and/or other fees issued by this Regional Office;
- d) financial statement showing the financial status of the school duly certified by a certified public accountant;
- e) a copy of the latest income tax return filed with the Bureau of Internal Revenue;

2. This Regional Office reiterates its request to all private schools to ensure measures that their other fees (miscellaneous fees) are appropriate for the learning modality they will employ while the extended state of calamity remains imposed throughout the Philippines due to the corona virus pandemic.



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147



Certificate Number: AJA19-0227



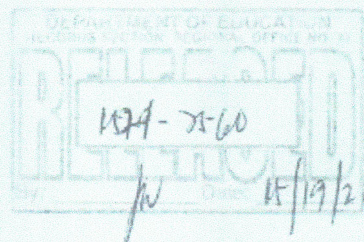
Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

3. Schools Division Superintendents shall ensure that all private schools within their jurisdiction must be informed of this Regional Memorandum.
4. For information, guidance and compliance.


for: **ALLAN G. FARNAZO**
Director IV

ROQ1/jsa



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