



February 27, 2019

REGIONAL MEMORANDUM

No. 103, s. 2019

**REITERATION REGARDING PROCESSING SCHEDULE FOR APPLICATIONS ON TUITION FEE INCREASE,
SUMMER CLASS PERMIT, ESTABLISHMENT, MERGING/CONVERSION, SEPARATION,
NAMING/RENAMING OF PUBLIC SCHOOLS AND PUBLIC
AND PRIVATE IP SCHOOL ESTABLISHMENT**

**TO: All SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEF SGOD AND CID
This Region**

1. This is to reiterate the processing schedule of applications to the following QAD concerns:

program	Schedule
Tuition fee increase SY 2019-2020	January 2019-April 30, 2019
Summer class permit 2019 (downloaded to SDO)	January 2019-March 30, 2019
Establishment, Merging/Conversion, Separation, Naming/Renaming of Public Schools, and Public and Private IP establishment.	January 2019-December 2019 (year round)

2. Please observe the processing schedule. Failure to comply will not be entertained. Late Tuition Fee applications will be accepted and processed not for the year applied but advance permit for next School Year.
3. Schools Division Offices are advised to evaluate the completeness of documentary requirements using the checklist as guide and conduct site inspection and validation before the indorsement to RO.
4. Widest dissemination of this memorandum is required.


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OIC – Regional Director

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