



Republic of the Philippines
Department of Education
CARAGA REGION

APRIL 6, 2026

REGIONAL MEMORANDUM
No. 0312, s. 2026

To: Schools Division Superintendents
Private Schools Administrators
All Others Concerned

REITERATION ON THE PROCESS OF APPROVAL OF TUITION AND OTHER
SCHOOL FEES FOR PRIVATE EDUCATION INSTITUTIONS

1. This Office issues this Memorandum to harmonize and reiterate the policies governing the determination, increase, and regulation of tuition and other school fees in private elementary and secondary schools, pursuant to DECS Order No. 21, s. 1993; DECS Order No. 21-A, s. 1993; DECS Order No. 20, s. 1994; and Section 182 of the 2010 Revised Manual of Regulations for Private Schools in Basic Education, as amended by DepEd Order No. 88, s. 2010 and DepEd Order No. 11, s. 2011, and to ensure uniform compliance within the Region.
2. Schools shall conduct appropriate consultations on any proposed increase in tuition or other school fees, as well as the imposition of new charges, with duly organized Parents Teachers Associations (PTAs), faculty associations, student governments, and parents of enrolled students, as applicable. All consultations shall be completed **not later than 30 March of every school year**. In the absence of organized groups, consultations shall be held with representative groups from the same sectors, with proceedings properly documented.
3. Any formal objections raised during consultations shall be addressed expeditiously. Where arbitration is sought, all issues must be resolved prior to the filing of the required certification **on or before 15 May** of the school year concerned. In no case shall unresolved objections extend beyond **30 May** of the same school year.
4. In accordance with Section 182 of the Revised Manual, **no tuition or school fee increase shall be approved unless at least seventy percent (70%) of the tuition fee increase** is allocated for the payment of salaries, wages, allowances, and other benefits of faculty members and all other school employees. The remaining portion shall be used for institutional development, student assistance and extension services, and return to investments; **Provided, That the return to investments shall in no case exceed twelve percent (12%) of the incremental proceeds.**
5. All required documents include (1) an itemized statement of current rates, proposed changes, new charges, and allocation of incremental proceeds, executed under oath by the proper school official(s); (2) a financial statement; and (3) latest income tax return filed with the BIR, shall be submitted to the **concerned Schools Division Office (SDO) on or before 30 April of every school year**. For database requirements, all private education institutions shall accomplish the documentary requirements using the template provided in Enclosure 1.
6. Schools Division Offices shall thereafter review and endorse compliant submissions to this Office **not later than 15 May of every school year**.

7. **Late submissions, whether to the SDO or the Regional Office, shall not be acted upon.**

8. Schools Division Offices are further directed to closely monitor compliance and provide technical assistance as necessary. Non-compliance with any of the foregoing provisions shall be subject to appropriate administrative actions in accordance with existing laws, rules, and regulations.

9. For more information, please contact Dr. Isidra C. Moral, Education Program Supervisor of Quality Assurance Division (QAD) through isidra.moral@deped.gov.ph

10. Immediate dissemination of this Memorandum and strict compliance therewith are hereby enjoined.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2026.03.30
09:24:16
+0800
MARIA INES C. ASUNCION
Regional Director

Encl.: As stated

Reference: As stated

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

LEARNERS POLICY PRIVATE EDUCATION SCHOOLS

QAD/icm
03/24/2026

Enclosure 1 to Regional Memorandum No. 0312 s. 2026

**DOCUMENTARY REQUIREMENTS FOR THE APPLICATION
FOR TUITION AND OTHER FEE INCREASES**

NAME OF SCHOOL: _____

COMPLETE ADDRESS: _____

SCHOOL YEAR: _____

- ☐ Letter of Intent addressed to the Regional Director through SDS.
- ☐ Proof of notice of consultation duly received by the concerned parents.
- ☐ Sworn Certificate of the school head attesting and/or confirming that there was really a meeting held to consult the parents.
- ☐ Proof of confirmation on the tuition and other fee increase by concerned parents (at least $\frac{3}{4}$ of parents)
- ☐ Minutes of the consultation meeting with the attendance of parents and pictures taken during the consultation meeting.
- ☐ Comparative Presentation of tuition and other fees (Year before the increase and the proposed tuition and other fees)
- ☐ A certification under oath, signed by the school head, shall state the allocation of the tuition fee increase:
____70% of the allocation for payment of salaries, wages, allowances and other benefits of the faculty and employees.
____30% for institutional development, student assistance and extension service, and return on investment.
- ☐ Financial statement showing the financial status of the school; and
- ☐ Copy of the last tax return, filed with the Bureau of Internal Revenue.

Remarks:

Checked and Evaluated by:

Private Schools Coordinator

Education Program Supervisor