



Republic of the Philippines
Department of Education
CARAGA REGION



March 20, 2020

REGIONAL MEMORANDUM

No. 172, s. 2020

To: Schools Division Superintendent
Assistant Schools Division Superintendent
CID/ SGOD Chief
Private Schools Coordinator
This Region

ALTERNATIVE MODALITY IN THE APPLICATION FOR APPROVAL OF PRIVATE
SCHOOLS INCREASE IN TUITION AND OTHER FEES

1. In compliance with DepEd MEMORANDUM No. 043 s. 2020, titled Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID – 19 Stringent Social Distancing, this office hereby informs the field on the alternative modality in the application for approval of private schools increase in tuition and other fees.
2. To cater continuity of essential services while observing stringent social distancing, the following modality shall be observed, to wit;

Process	Procedure	Responsible Person	Modality
Application for increase of tuition and other fees with endorsement of the Schools Division Superintendent	Submission of documentary requirements	Chief ES EPS ADAs	SDOs to email the scanned pdf documents in sequence following the checklist of requirements for evaluation to celsa.cataluna@deped.gov.ph
	Evaluation of documents and compliance of documentary requirements	EPS	Checking of soft copies with checklist of documentary requirements
	Preparation of final evaluation sheets and endorsement	Chief ES EPS	Scanned evaluation sheet and endorsement then email to Chief ES
	Approval of documents	Chief ES	Email scanned pdf documents to RDs office for approval



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2020-03-4276

Document Control No:
DepEdRO13-REC-013/R3/02-18-2020

	Recording and Releasing of documents	Record and Releasing In Charge	Email approved copy to concerned SDO
--	--	--------------------------------------	---

3. The SDOs shall adhere on the timeline in the submission of documentary requirements as stipulated in the Regional Order No.02, s.2020.

4. Wide dissemination and compliance of this memorandum is highly desired

FRANCIS CESAR B. BRINGAS, CESO V

Director III

Officer In – Charge

Office of the Regional Director

Encls.: None

Reference: DepEd Memo No.043, s. 2020

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

ALTERNATIVE APPLICATION PRIVATE SCHOOLS TUITION FEE

QAD/cmc
03/20/2020