



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**SGOD-2024-0165**

To : Assistant Schools Division Superintendent  
Chiefs of the Schools Governance and Operations Division and  
Curriculum Implementation Division  
Private School Principals and Administrators  
All Concerned

Subject : **GUIDELINES FOR THE SUBMISSION OF TUITION AND/OR  
OTHER FEE APPLICATIONS/DOCUMENTS IN BASIC  
EDUCATION STARTING SY 2024-2025**

Date : March 25, 2024

Attached is the Regional Memorandum No. 007 s. 2024 concerning on the Guidelines for Submitting Applications/Documents for Tuition and/or Other Fees in Basic Education for the Academic Year 2024-2025.

In this, application for basic education fees and other necessary documents shall be submitted on or before **April 30, 2024**, to wit:

1. Applicant Schools intending to increase tuition and/ or other fees
2. Schools with the intent to decrease tuition and/or other fees
3. Schools intending to maintain their previous school year's tuition and other fees

Further, deadline for uploading **EVALUATED** documents to the DepEd Region XI Online Application System (OAS) will be on or before **May 31, 2024**. Please refer to the attached Regional Memorandum for more details.

For Your information, guidance and strict compliance.

**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**MAR 26 2024**

Encl: As stated  
SGOD/aba/rvj



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RECORDS SECTION, SDO PANABO CITY

BY



**DepEd Panabo:**  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commit  
providing quality education, MATATAG for all.



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

March 18, 2024

**REGIONAL MEMORANDUM**

No. 007 s, 2024

**GUIDELINES FOR THE SUBMISSION OF TUITION AND/OR OTHER FEE APPLICATIONS/DOCUMENTS IN BASIC EDUCATION STARTING SY 2024-2025**

To : Assistant Regional Director  
Schools Division Superintendents  
Principals/Presidents of Private Schools and  
SUCs/LUCs offering Basic Education

1. This Office hereby announces the regulations affecting tuition and/or other fee applications in basic education **starting SY 2024-2025**.
2. The hereunder regulations shall be observed:
  - 2.1 through the records section, private educational institutions shall submit their documentary applications to the concerned Schools Division Office (SDO), **attention: School Governance and Operations Division (SGOD)**;
  - 2.2 **utilizing the established processes of the Online Application System (OAS) of DepED RXI**, Schools Division Offices shall subject all tuition and or other fee applications under thorough evaluation and submit the same to the Regional Office for review and approval or disapproval;
  - 2.3 For purposes of clarity, tuition and other fee applications include the following:
    - a. increase in tuition;
    - b. increase in other fees;
    - c. decrease in tuition; and
    - d. decrease in other fees.
3. Pursuant to Section 181 of DepED Order 88, s. 2010 or the 2011 Manual of Regulations for Private Schools in Basic Eduaction and its amendment through DepED Order 11, s. 2011, **any private school which desires to revise its rates of tuition and other fees or charges or to impose other fees or charges shall file application therefor with the Regional Director.**
4. Section 182 of the same DepED Order provides **that any proposed increase in tuition or other school fees as well as new charges shall be subjected to appropriate consultations conducted by the school with the duly organized student government and with the parents of the students.**



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Website: www.depedroxi.ph



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

5. Schools intending to increase their tuition and/or their other fees are required to conduct consultations with their stakeholders.
6. Schools intending to maintain their previous school year's tuition and other fees and will not apply for increase or decrease of the same, shall likewise submit the required documentary requirements.
6. To provide guidance to private educational institutions to comply with consultations and other requirements, submission of applications/documents for tuition and/or other fees for **Kindergarten, Elementary, Junior and Senior High School** starting SY 2024-2025 shall strictly follow the hereunder schedules:

ACTIVITY	RESPONSIBLE ENTITY	DEADLINE
Consultation with the duly organized student government and with the parents of the students	applicant school intending to increase tuition and/or other fees	April 14
Submission of application and documentary requirements to the Schools Division Office (SDOs)	Applicant schools intending to increase tuition and/or other fees	April 30
	Schools with the intent to decrease tuition and/or other fees  Schools intending to maintain their previous school year's tuition and other fees	
Evaluation of application documents and uploading of the same to the Online Application System (OAS) of DepED RO XI.	Schools Division Offices	May 31
Submission by SDOs to the Regional Office	Schools Division Offices	June 28

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

**ALLAN G. FARNAZO**  
 Director IV

ROQ1/jsa

DEPARTMENT OF EDUCATION ROXI  
 RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
 Date: 3.19.24 Time: 2876W



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