



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



22 June 2021

**Regional Memorandum**

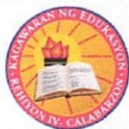
**CLARIFICATION ON THE PROCESS OF ACKNOWLEDGEMENT OF TUITION FEE AND  
APPROVAL OF TUITION FEE INCREASE**

To **Schools Division Superintendents**

1. This Office hereto clarifies the processes on the acknowledgement of tuition fee and the approval of tuition fee increase based on the provisions stated in DepEd Order No. 88 s. 2010 or the 2010 Revised Manual of Regulations for Private Schools in Basic Education, wherein Section 181 Item 2, states that, "any private school which desires to revise its rates of tuition fee or other school fees or charges or to impose other fees or charges shall file application therefor with the Regional Director".
2. This is to reiterate that the approval of the tuition fee increase shall pass through the Schools Division Office (SDO) to check and evaluate the completeness of the documentary requirements before its endorsement to the Regional Director for approval.
3. However, those private schools whose desire is for the acknowledgement of their tuition fee and other school fees by the Regional Office for reportorial purposes (those without increase in tuition fee and other fees) may directly forwards their intent to the Regional Director through the Quality Assurance Division (QAD).
4. For further inquiries regarding this matter, you may contact EPS-in-charge in the Quality Assurance Division (QAD) thru email address [qad.calabarzon@deped.gov.ph](mailto:qad.calabarzon@deped.gov.ph) and contact number 02-8682-5773 local 450.
5. Immediate dissemination of this memorandum is desired.

**FRANCIS CESAR B. BRINGAS**  
Regional Director

QAD/ell



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

**Trunkline:** 02-8682-5773/8684-4914/8647-7487  
**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)  
**Document Inquiry :** <https://r4a-teadoc.com/inquire>  
**Facebook:** DepEd R-4A Calabarzon