



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



14 February 2022

**Regional Memorandum**

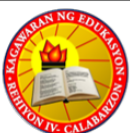
**NEW PROCESS ON PAYMENT AND ACCOUNTING OF INSPECTION FEES OF PRIVATE SCHOOLS APPLYING FOR GOVERNMENT PERMIT AND RECOGNITION**

To **Schools Division Superintendents  
Presidents, Private Schools Associations  
Private Schools Administrators**

1. Relative to Regional Memorandum No. 191, s. 2016 dated June 20, 2016, this Office announces that starting April 1, 2022, all payments for inspection fees of private schools shall be made directly to the Cashier's Section of Schools Division Offices. The Regional Office shall no longer process and issue official receipt in payment of inspection fees.
2. The detailed guidelines including the accounting process and reporting are found in the Enclosure.
3. For immediate dissemination to and strict compliance of all concerned.

  
**FRANCIS CESAR E. BRINGAS**  
Regional Director 

QAD/esg



**"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

**Trunkline:** 02-8682-5773

**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)

**Document Inquiry :** <https://r4a-teadoc.com/inquire>

**Facebook:** DepEd R-4A Calabarzon

Enclosure to \_\_\_\_\_

**GUIDELINES ON PAYMENT AND ACCOUNTING OF INSPECTION FEES**

1. Upon receipt of the Order of Payment from the Quality Assurance Division-Regional Office, the applicant private school may then pay the inspection fee to the Cashier Unit, Schools Division Office.
2. The Cashier Unit shall prepare a summary report or list of payments received.
3. The Cashier Unit shall provide the Quality Assurance Division (QAD) and the School Governance and Operations Division (SGOD) "List of the Payees", following the template below:

**Schools Division:** \_\_\_\_\_ **Collection Period:** \_\_\_\_\_

<b>Name of Schools</b>	<b>Address</b>	<b>Course/Grade Level</b>	<b>Amount Paid</b>	<b>Official Receipt Number</b>

The List of Payees shall be forwarded preferably every Friday to the respective RO-created official SDO email address (see below), cc: SDO Private Schools In-charge.

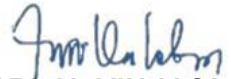
Cavite Province	- cavitep4a.privateschool@gmail.com
Bacoor City	- bacoor4a.privateschool@gmail.com
Cavite City	- cavite4a.privateschool@gmail.com
Dasmaringas City	- dasma4a.privateschool@gmail.com
Imus City	- imus4a.privateschool@gmail.com
Gen. Trias City	- gentri4a.privateschool@gmail.com
Batangas Province	- batangas4a.privateschool@gmail.com
Batangas City	- batangascity4a.privateschool@gmail.com
Lipa City	- lipa4a.privateschool@gmail.com
Tanauan City	- tanauan4a.privateschool@gmail.com
Laguna Province	- laguna4a.privateschool@gmail.com
Biñan City	- binan4a.privateschool@gmail.com
Cabuyao City	- cabuyao4a.privateschool@gmail.com
Calamba City	- calambacity4a.privateschool@gmail.com
San Pablo City	- sanpablo4a.privateschool@gmail.com
Santa Rosa City	- santarosa4a.privateschool@gmail.com
San Pedro City	- sanpedro4a.privateschool@gmail.com
Rizal Province	- rizal4a.privateschool@gmail.com
Antipolo City	- antipolo4a.privateschool@gmail.com
Quezon Province	- quezon4a.privateschool@gmail.com
Lucena City	- lucena4a.privateschool@gmail.com
Tayabas City	- tayabas4a.privateschool@gmail.com

4. All collections will directly be deposited to the Bureau of Treasury.
5. Other modes and channels of payment are not allowed to avoid difficulties in processing and accounting.

Prepared by:

  
**ELINO S. GARCIA**  
OIC-Chief, Quality Assurance Division

Noted:

  
**LEA M. VILLALOBOS**  
Accountant III

  
**MARITES L. GLORIA**  
Chief, Finance Division