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 B. BRINGAS
Regional Director

QAD/esg
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:

<table>
<thead>
<tr>
<th>Schools Division</th>
<th>Collection Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Schools</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Course/Grade Level</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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Noted:

LEA M. VILLALOBOS
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Chief, Finance Division