

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



31 March 2022

Regional Memorandum

**REVISED GUIDELINES 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. 94, s. 2022 dated February 14, 2022, and as transpired during the Coordination Meeting of Regional Office and Schools Division Office Accountants and Cashiers last March 23, 2022, all DepEd offices and private schools are advised of the revised guidelines for the payment of inspection fees of private schools in view of application for government permit and recognition.
2. All payments for inspection fees including those for SY 2021-2022 that are still unsettled shall also be made through the SDO Cashier Unit starting April 1, 2022.
3. The detailed revised guidelines including the accounting process and reporting are found in the Enclosure.
4. For immediate dissemination to and strict compliance of all concerned.


FRANCIS CESAR B. BRINGAS
Regional Director

QAD/bmm



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

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Enclosure

REVISED GUIDELINES ON PAYMENT AND ACCOUNTING OF INSPECTION FEES

1. The RO QAD EPS In-Charge of Cluster will send to the SDO In-charge the "List of Private Schools for Issuance of Order of Payment".
2. The SDO In-charge of Private Schools will then advise the SDO Accounting Section to prepare the order of payment based from the list.
3. The SDO Accounting Section will prepare order of payment for each private school and will provide the SDO In-charge of Private Schools copy of the order.
4. The SDO In-charge of Private Schools will notify and give the order of payment to the private school's administrator.
5. The applicant-school representative will then pay the Inspection Fee to the SDO Cashier Unit.
6. The SDO Cashier will prepare a summary report or list of payments received following the template below.

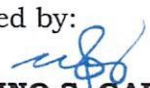
LIST OF PAYEES OF INSPECTION FEE


Schools Division: _____ **Collection Period:** _____

Name of Schools	Address	Course/Grade Level	Amount Paid	OR Number
-- add rows if necessary --				

He/she will then send the report to the Quality Assurance Division (QAD), cc: SDO Private School In-charge. The email addresses are listed in RM 94, s. 2022.

7. All collections will directly be deposited to the Bureau of Treasury.
8. All private schools with order of payment previously issued by the regional office but still unpaid are also directed to make the payment following the same guidelines. For the schools with case like this, coordination among QAD EPS In-charge of Cluster, SDO In-charge of Private Schools and the applicant-schools is necessary in order to have separate list of schools for issuance of order of payment.
9. Payments made through other modes and channels shall not be processed and accounted.

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