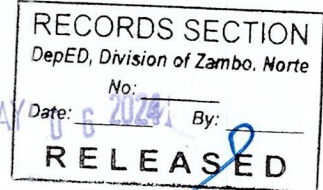




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the School Division Superintendent



Division Advisory No. 55, s. 2024  
May 2, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
But only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.depedzn.net](http://www.depedzn.net))

**APPLICATION FOR TUITION FEE INCREASE/NO TUITION FEE INCREASE**

Per DepEd Citizen's Charter Handbook 2024 (1<sup>st</sup> Edition), the Division Office is authorized to evaluate, process, and endorse the complete documentary requirements of private schools, applying for increase in tuition and miscellaneous fees. Only private schools **with recognition** are allowed to apply for increase in tuition and miscellaneous fees.

Schools who wish to apply for tuition fee increase must comply with all the necessary requirements (*checklist of requirements attached*), provided by the Citizen's Charter Handbook, also, private schools who opted not to increase tuition fees must also comply with the checklist (*checklist of requirements attached*) provided for no tuition fee increase. Complete documentary requirements may be submitted personally in the Division Office or to our official email address [monitoringzn@gmail.com](mailto:monitoringzn@gmail.com) the scanned copy of the said requirements.

For clarifications, please contact the SMM&E section:

- Wilson H. Inding  
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JANWHI/SMME-SGOD/  
PrivateTuitionFeeAdvisory02/05022024



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*Checklist of Requirements for Tuition Fee Increase*

<b>Office or Division:</b>	School Management, Monitoring and Evaluation
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may Avail:</b>	Any private school with recognition

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application documents (1 original and each document) <ul style="list-style-type: none"> <li>• Letter of intent addressed to the Regional Director thru the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school year;</li> <li>• Xerox copy of the latest approved tuition, miscellaneous &amp; other school fees;</li> <li>• Comparative schedule of tuition, miscellaneous &amp; other school fees for current school year with that of the previous year indicating in both peso and percentage the forms for increase. Note: The miscellaneous and other fees should be itemized;</li> <li>• Percentage of Increase of Tuition/Miscellaneous &amp; other fees;</li> <li>• Copy of Government Recognition Certificate; and</li> <li>• Certificate under Oath (notarized by a duly licensed notary public) signed by the School Head that the following requirements of R.A. 6728 have been complied with namely; (a), (b) and (c):               <ul style="list-style-type: none"> <li>a. Appropriate consultation has been conducted with duly organized PTA/PTCA and Faculty Association.</li> <li>b. Seventy percent (70%) of the amount of tuition Increase (incremental proceeds) of the previous school year</li> <li>c. At least twenty percent (20 %) went to the improvement or modernization of buildings equipment, libraries and similar facilities. Itemized copy of improvements with the amount written opposite each item with supporting documents and photocopies of sample receipts of purchases and others.</li> </ul> </li> </ul>	School Applicant  School Applicant  School Applicant  School Applicant  School Applicant  School Applicant  School Applicant/PTA  School Applicant  School Applicant



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*Checklist of Requirements for No Tuition Fee Increase*

<b>Office or Division:</b>	School Management, Monitoring and Evaluation
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may Avail:</b>	Any private school with permit to operate/recognition

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application documents (1 original and each document) <ul style="list-style-type: none"> <li>• Letter of intent addressed to the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school year</li> <li>• Xerox copy of the latest approved tuition, miscellaneous &amp; other school fees</li> <li>• Comparative schedule of tuition, miscellaneous &amp; other school fees for current school year with that of the previous year indicating in both peso and percentage the forms of no increase. Note: The miscellaneous and other fees should be itemized.</li> <li>• Copy of Government Permit to Operate/Recognition Certificate</li> </ul>	School Applicant   School Applicant  School Applicant  School Applicant



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