



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Roxas St. CV Diez MCES Compound, Brgy. Washington, Surigao City
Telefax: (086) 826-3075; Tel Nos. (086) 826-8931, 826-1268

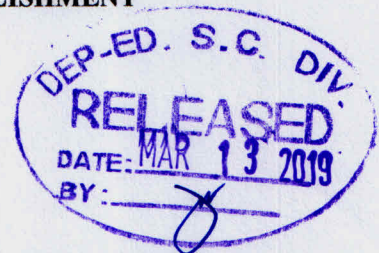


Division Memorandum

No. 76 s, 2019

**REITERATION REGARDING PROCESSING SCHEDULE FOR APPLICATIONS
ON TUITION FEE INCREASE, SUMMER CLASS PERMIT, ESTABLISHMENT,
MERGING/ CONVERSION, SEPARATION, NAMING/RENAMING OF PUBLIC SCHOOLS
AND PUBLIC AND PRIVATE IP SCHOOL ESTABLISHMENT**

TO: ASDS
Chief of SGOD & CID
Division IPEd Coordinator
Division Private School Coordinators
SGOD – M & E Section
School Heads/ Administrators of Public and Private Elementary and Secondary Schools
This Division



1. In reference to Regional Memorandum No. 103, s. 2019 with the same title stated above, this Division is requested to observe the processing schedule of applications to the following QAD concerns :

Program	Schedule
Tuition fee increase SY 2019-2020	January 2019 – April 30, 2019
Summer class permit 2019 (downloaded to the SDO)	January 2019 – March 30, 2019
Establishment, Merging/ Conversion, Separation, Naming/ Renaming of Public Schools, and Public and Private IP establishment	January 2019- December 2019 (year round)

2. Processing schedule must be strictly observed. Applications submitted not within the set schedule of processing will not be entertained. Late Tuition Fee application will be accepted and processed not for the year applied but advance permit for next school year.
3. The School Management, Monitoring and Evaluation (SMME) Section of SGOD is tasked to evaluate the completeness of the documentary requirements using the attached checklists as guide.
4. In the case for the establishment, merging/conversion and separation of private and public schools, the Division Inspectorate team shall conduct site inspection and validation before the indorsement to the Regional Office.

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5. Widest dissemination of this memorandum is desired.

F. Almaden
FLORENCE E. ALMADEN, CESE
OIC -Schools Division Superintendent

Enclosure : none

Reference: RM no. 3, s. 2019

To be indicated in the Perpetual Index under the following subject

QAD

INSPECTORATE TEAM

PRIVATE and PUBLIC SCHOOLS

jrj 03132019

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CHECKLIST OF REQUIREMENTS FOR TUITION FEE INCREASE AND OTHER FEES

Name of School : _____
Complete Address : _____
School Year : _____

Status of Compliance	Description of Documents/ Requirements	Remarks
	PTA Resolution indicating among others the need to increase and collect fees, based on reasonable amount, duly signed by $\frac{3}{4}$ of the legitimate PTA Key Officials and $\frac{3}{4}$ of the PTA Board	
	Proof of notice of consultation duly received by the concerned parents.	
	Sworn Certificate of the school head attesting and/or confirming that there was really a meeting held to consult the parents.	
	Proof of confirmation on the tuition increase by concerned parents (at least $\frac{3}{4}$ of parents)	
	Comparative Presentation of tuition and other fees (Year before the increase and the proposed tuition and other fees)	
	Allocation of the tuition fee increase : _70% of the allocation for payment of salaries, wages, allowances and other benefits of the faculty and employees. _30% for institutional development, student assistance and extension service and return of investment.	
	Minutes of the consultation meeting with attendance of parents and pictures taken during the consultation meeting.	

EVALUATION :

_____ Complied with all requirements
_____ Not complied the requirement

RECOMMENDATION :

Evaluated by :

JENNIFER R. JOVITA, PhD
OIC – SEPS SMM&E

Noted :

FLORENCE E. ALMADEN, CESE
OIC – Schools Division Superintendent

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1-08-18

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CHECKLIST OF REQUIREMENTS TO OPERATE SUMMER CLASSES

Name of School : _____
Complete Address : _____
Summer : _____

Status of Compliance	Description of Documents/ Requirements	Remarks
	Approved PTA Resolution requesting the conduct of summer classes and stating the amount of fees the PTA will contribute for each student (if honorarium shall be granted to teachers who will handle the classes). The PTA shall be in-charge of the collection of the fees for teachers' honoraria and shall be responsible in the disbursement and liquidation of the amount collected.	
	Tentative list of subjects to be offered based on the report of failures and schedule of classes submitted by the School Head/Administrator.	
	List of students who will take up summer classes.	
	Written consent of the parents whose children will attend summer class.	
	List of teachers who have intention to teach summer class.	
	Date of application submitted in the Division Office.	

EVALUATION :

_____ Complied with all requirements
_____ Not complied the requirement

RECOMMENDATION :

Evaluated by :

JENNIFER R. JOVITA, PhD
OIC – SEPS SMM&E

Noted :

FLORENCE E. ALMADEN, CESE
OIC – Schools Division Superintendent

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