**Processing Checklist for Application for Increase & Notation in School Fees**

**QA-ME-17**

**in Private Pre-Elementary, Elementary and Junior High Schools**

**(per D.O. No. 12, s. 1997)**

**Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location/Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SY applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Government Recognition No. : ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_1. Date received by DepEd RO X, City of Cagayan de Oro (*submission should be on or before May 15*)

\_\_\_\_\_\_\_\_\_\_\_2. Letter of advice to the Regional Office signed by the School Head, indicating among others the school’s intention to comply with the provision of R.A. 6728 for the forthcoming SY 2019-2020.

\_\_\_\_\_\_\_\_\_\_\_3. Xerox copy of the approved Tuition, Miscellaneous & Other School fees SY \_\_\_\_\_\_\_\_\_\_\_.

(previous school year or latest noted fees).

\_\_\_\_\_\_\_\_\_\_\_4. Comparative Schedule of Tuition, Miscellaneous and Other school fees for current school year with that of the previous year indicating in both peso and percentage the forms of increase. *(Should be done by the school with increase or no increase)* Note: The miscellaneous & other fees should be itemized.

\_\_\_\_\_\_\_\_\_\_ 5. Percentage of increase of tuition/ miscellaneous & other fees.

|  |  |  |
| --- | --- | --- |
|  | % of Increase of Tuition Fee | % of Increase of Miscellaneous Fee |
| PRESCHOOL |  |  |
| ELEMENTARY |  |  |
| JUNIOR HIGH |  |  |
| SENIOR HIGH |  |  |

\_\_\_\_\_\_\_\_\_\_\_6. Certification 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):

\_\_\_\_\_\_\_ (a) Appropriate consultations have been conducted with duly organized PTA / PTCA and Faculty Association.

\_\_\_\_\_\_ Copy of excerpts of the minutes of the meeting of PTCA or Family Council

Association should be submitted.

\_\_\_\_\_\_ Date of consultation should not be later than March 30.

\_­\_\_­­­\_\_\_\_ (b) Seventy percent (70%) of the amount of tuition fee increase (incremental proceeds) of the previous school year went to the increase of payment in salaries, wages and other benefits of teaching and non-teaching personnel except the school administrators who are principal stockholders of the school.

\_­­­\_\_\_\_\_Copy of proof of such increases such as Xerox copies of payroll (before and after the increase) of the concerned teachers and support staff, other

teacher benefits such as staff development, etc. (Payroll)

\_\_\_\_\_\_ ( 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. (pictures and receipt)

**OTHER FINDINGS (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**RECOMMENDATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Processed/ Evaluated by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*EPS – Private School*

Validated by: Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RO- QAD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BREAKDOWN OF SCHOOL FEES**

**S.Y. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **FEES** | | **(GRADE LEVEL)** |
| **I.** | **TUITION FEE** |  |
| **II.** | **MISCELLANEOUS FEES** |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **III.** | **OTHER FEES** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **IV.** | **NEW FEES** |  |
|  |  |  |
|  |  |  |
|  | **TOTAL:** |  |

**Prepared by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Principal**

**Reviewed by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EPS - In-Charge of Private School**

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**SCHEDULE OF TUITION, MISCELLANEOUS & OTHER FEES**

**for S.Y. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEVEL** | **TUITION FEES** | | | | **MISCELLANEOUS & OTHER FEES** | | | |
| **Approved**  **Tuition Fee**  **SY: \_\_\_\_\_\_\_\_** | **Proposed**  **Tuition Fee**  **SY:\_\_\_\_\_\_\_\_** | **Amount of**  **Increase** | **Percentage**  **of Increase** | **Approved**  **MF & OF**  **SY:\_\_\_\_\_\_\_\_** | **Proposed**  **MF & OF**  **SY:\_\_\_\_\_\_\_\_** | **Amount of**  **Increase** | **Percentage**  **of Increase** |
|  |  |  |  |  |  |  |  |  |

**Prepared by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Principal**

**Reviewed by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EPS - In-Charge of Private School**