

**Requirements for the Submission of Tuition Fee Increase/No Increase/
Special Order (Form 9)/Summer Classes Permit**

1. Consultation Process – Meaning actual meetings or discussion on the advantages and disadvantages of the proposed increase in tuition fees wherein the participants will have an opportunity to air their objections, sentiments and the like without fear and under a free and candid atmosphere. This process must be initiated by the Presidents/Heads of the School or their representatives. They shall inform the DepED RO concerned of the holding of such consultations **fifteen (15) days before the actual dates of consultations**. During the consultation process, the presence of a DepED RO representative maybe requested.

Notice – at least 15 days before the dates of consultation, notices must be sent to all parties involved and be posted on the bulletin board.

The Consultation Period – must have been completed not later than 28 February of the SY preceding the SY that the intended increase shall take effect

2. Letter of Advice (LOA) duly signed by the President/Head of School informing the DepED RO of its intention to increase tuition fees or no increase of tuition fees.
3. A Certificate of Intended Compliance (COIC) stating that seventy percent (70%) of the proceeds to be derived from the TFI shall be used for the payment of increase in salaries, wages, allowances and other benefits of its teaching and non-teaching personnel and other staff except those who are principal stockholders of the school.
4. A **Certificate of compliance (COC)** stating that seventy percent (70%) of the proceed derived from the tuition fee increase for the current school year are being used for the payment of increase in salaries, wages, allowances and other benefits of its teaching and on-teaching personnel and other staff.
5. A comparative schedule of tuition fees for the current school year and the proposed increases for the incoming SY with the difference(s) expressed in both peso and percentage terms duly notarized by the school head.
6. A certification signed by the school head that the appropriate consultation(s) as herein provided for, has been made accordingly.
 - The certification shall include information on the conduct and results of such consultation, including objectives raised by the PTA/faculty Association/student Government, etc.
 - Attendance during the consultation proper

7. Suggested Standard Fees

- * Assessment Exam
- * Registration Fee
- * Instructional/test Materials
- * Medical/dental Fee
- * Guidance/Testing Fee
- * Sports Development Fee
- * Faculty Development Fee
- * Academic Institutional Development Fee
- * Laboratory Fee
 - Science Lab
 - Computer lab
 - CP-TLE Lab
 - MAPEH Lab

Non Standard Fees

- * Publication Fee
- * Athletes Fee
- * Insurance Fee
- * Student Sem/Fieldtrips
- * Culture Fee
- * Alumni Fee
- * Club Activities Fee
- * IPSEA, ANOPSAI/
NOPSEA/PRISSAAP/
NASSPHIL, etc.
- * Diploma Fee } 4th yr.
- * Year Boo } only
- * School Website Design
& Maintenance

NOTE: For NO INCREASE – submit the following:

1. Letter of Advice (LOA)
2. Comparative Schedule of Tuition Fees including miscellaneous for last year and current year

8. Submission of Application Letter – February to March

9. Deadline of Submission – April 1(NO EXTENSION)

Issuance of Special Order

Submission of Form 9 after the 3rd quarter exam together with the Enrolment List (graduating students only).

Guidelines for Offering Summer Classes

- a. The application to operate summer classes shall be submitted to the Regional Office through the Division Office not later than 2nd week of April preceding the summer term.

Requirements:

- Approved PTA Resolution requesting the conduct of summer classes and stating the amount of fees
 - Parent's Consent
 - Tentative list of subject to be offered
 - List of teachers who have intention to teach summer class with their corresponding major/minor/number of years of teaching experience
 - **School Calendar -36 days**
 - Schedule of classes
 - Proposed Tuition Fee
 - = Registration
 - = Non-Lab
 - = etc.
- b. The daily sessions for the subjects that shall be offered under the Summer Program shall be based on the following time allotment:

English – 3 hrs
Filipino – 2.5 hrs.
Math –3hrs.
Science – 3.5 hrs.
A/P – 2.5 hrs.
TLE – 2.5 hrs.
MAPEH – 2.5 hrs.
EP I – III – 1.0 hr.
EP IV – 1.5 hrs.

- c. Summer classes shall be offered to the following students only (DepED Order # 13, s. 2005):
1. Graduating students who failed to complete requirements in at most two (2) subject areas, in order to graduate in May.
 2. Students who failed to complete the requirements in at most two (2) subject areas in order to be classified as a regular student in the curriculum year of the secondary education program following the summer term.

Other Reports to be Submitted – every July 25 of the school year:

- a. Enrolment List – by Sex
- b. Calendar of Activities
- c. Schedule of Classes – by level
- d. List of PTA Officers