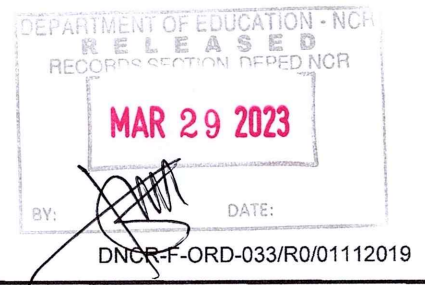




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. NCR - 234 s. 2023

TO : Schools Division Superintendents
Schools Governance and Operations Division
Private Schools Focal Persons
All Others Concerned

FROM : Office of the Regional Director

SUBJECT : AS STATED

DATE : March 28, 2023

1. Pursuant to the recently issued **DepEd Memorandum No. 019 s. 2023**, entitled **“Extensions to the Period of Consultations and Applications for Changes in Tuition/Other School Fees, Renewal of Permit to Operate, and New Course Offerings of Private Educational Institutions in Light of the Adjusted School Calendar for the School Year 2023 – 2024”**, Schools Division Offices are directed to process the submission of applications for the Renewal of Government Authority to Operate for School Year 2023 – 2024 and New School or Course/Offerings for School Year 2024 – 2025 using the system, **Quality Assurance Division Permit & Recognition Optimizer or QuADPRO**.
2. Likewise, particular attention is invited to **No. 6** of the mentioned memorandum on the adjustments made to the **consultations** and **submission of documentary requirements** on the application of Tuition and Other School Fees Increase for School Year 2023 - 2024.
3. Moreover, private schools from SDO Manila, Quezon City, Caloocan City, Taguig City and Pateros, Pasay City, and Pasig City, participants in the recently concluded Pilot Testing of **pRiMe School Fees Application Sys Tech** or **pRiMe SFAST**, shall process application for Tuition and Other School Fees Increase using the system starting **April 12, 2023**.
4. For further reference, enclosed are the table of timeline to be observed for the application of government permit for New School or Course/Offerings for School Year 2024 – 2025, and the cited DepEd Memorandum No. 019 s. 2023.



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Misamis St., Bago Bantay, Quezon City

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DNCR-F-ORD-033/R0/01112019

5. Immediate wide dissemination of and strict compliance with this Memorandum is desired.

WILFREDO E. CABRAL, CESO III
Regional Director, DepEd NCR



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Republic of the Philippines
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DNCR-F-ORD-033/R0/01112019

Enclosure No. 1

**TIMELINE FOR APPLICATION OF GOVERNMENT PERMIT
FOR NEW SCHOOL OR COURSE/OFFERINGS FOR SCHOOL YEAR 2024 - 2025**

ACTIVITIES/PROCESSES	DATE
Deadline of Application in the Regional Office	On or before October 31 preceding the school year intended to operate
Issuance of Notice of Deficiencies to the applicant school	Not later than November 30 of the same year the application was filed
Compliance period of the applicant school on the found documentary deficiencies	Not later than December 31 of the same year
Conduct of inspection	Not later than January 31 of the following year
Officially informing applicant school of found deficiencies, if any, during the inspection	Not later than February 15 of the following year
Compliance period of the applicant school on the found deficiencies during inspection	Until March 31 of the following year
Issuance of Notice of Disapproval if failed to comply with the found deficiencies within the prescribed period	Not later than April 30 of the following year



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Republic of the Philippines
Department of Education

MAR 22 2023

DepEd MEMORANDUM
No. **019**, s. 2023

EXTENSIONS TO THE PERIOD OF CONSULTATIONS AND APPLICATIONS FOR CHANGES IN TUITION/OTHER SCHOOL FEES, RENEWAL OF PERMITS TO OPERATE, AND NEW COURSE OFFERINGS OF PRIVATE EDUCATIONAL INSTITUTIONS IN LIGHT OF THE ADJUSTED SCHOOL CALENDAR FOR THE SCHOOL YEAR 2023-2024

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Section 181 of DepEd Order (DO) No. 88, s. 2010 titled **2010 Revised Manual of Regulations for Private Schools in Basic Education**, and its amendment through DO 11, s. 2011 titled **Amendments to the 2010 Revised Manual of Regulations for Private School in Basic Education**, any private school, which desires to revise its rates of tuition or other school fees or charges, or to impose other fees or charges, shall file application therefor with the Regional Director (RD).
2. Under Section 182 of the same DO, any proposed increase in tuition or other school fees, as well as new fees or charges, shall be subjected to appropriate consultations conducted by the school with the duly organized student government and with the parents of the students.
3. DO 12, s. 1997 titled **Amendments to DECS Order No. 21, s. 1993, No. 21-A, s. 1993 and No. 20, s. 1994** provides that **consultations must be completed not later than March 30 of every school year** and that **applications shall be submitted not later than May 15 of every school year**.
4. Stipulated in Section 30 of DO 88, s. 2010 and as amended through DO 11, s. 2011, **application for the authority to open a new school, or operate a new course/year level** by existing pre-elementary, elementary and secondary schools, shall be submitted to the Regional Office, or subject to the authority of the RD, to the Division Office **on or before August 30 preceding the start of the school year** when the new school or new course/year level is supposed to operate.
5. Given the adjustments made to the school calendar for the past three years due to the pandemic, and which accordingly warrant the adjustment of the school calendar for the upcoming School Year (SY) 2023-2024, the **Department of Education issues this DepEd Memorandum (DM) to provide private education institutions time to a) sufficiently conduct and comply with the consultation and documentary requirements set by DO 88, s. 2010 and DO 11, s. 2011; and b) renew their permits to operate.**

6. In line with the precedence set by DM 007, s. 2022 titled **Adjustment to the Period of Consultation and Application for Changes in Tuition and Other School Fees by Private Educational Institutions in Light of the Adjusted School Calendar for School Year 2022-2023**, the deadline for the conduct of **consultations for tuition and other fee increases for School Year 2023-2024** is extended from **March 30, 2023** to **June 15, 2023**. In the same vein, the deadline for the **submission of documentary requirements** is extended from **May 15, 2023** to **June 30, 2023**.
7. This adjustment shall apply to consultation and application for changes in tuition and other school fees that will be charged in the upcoming SY 2023-2024 only.
8. The RDs are instructed to review the application of new and/or increases in tuition and other school fees under existing and applicable policies.
9. The **deadline for the application for renewal of permits to operate for SY 2023-2024** is moved from **February 1, 2023** to **April 15, 2023**.
10. The deadline for the **application for new offerings for SY 2024-2025** is moved from **August 30, 2023** to **October 31, 2023**. All succeeding timelines as prescribed in DO 88, s. 2010, and DO 11, s. 2011, shall be adjusted accordingly.
11. For more information, please contact the **Private Education Office** through email at private.education@deped.gov.ph or asec.ops@deped.gov.ph.
12. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


REVSEE A. ESCOBEDO
Undersecretary

References:

DepEd Order Nos. 88, s. 2010; 11, s. 2011; and 12, s. 1997
DepEd Memorandum No. 007, s. 2022



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DEPED-OSEC-485334

To be indicated in the Perpetual Index
under the following subjects:

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