



2. Application for Tuition and Other School Fees (TOSF), No Increase and Proposed New Fees of Private Schools

This service requires Private Schools applying or not for increase tuition fee and other miscellaneous fees to submit application or updates to the regional office not later than May 15 of every year. The application must be submitted with complete documentary requirements and updates endorsed by the Schools Division Superintendent to the Regional Director for approval.

Office or Division:	Quality Assurance Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Any private school within the region
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Application Documents (1 original copy per document):	DepEd SDO
1. Indorsement Letter from SDO indicating among others, the School's Securities and Exchange Commission (SEC/DTI/CHED/TESDA) registered name and address. (Mayor's Permit for LUC/SUC)	Client
2. Letter of Intent addressed to the Regional Director signed by the School Head/Administrator, indicating among others the school's intention not to increase the Tuition and Other School Fees (TOSF)	Client/DepEd SDO
3. Comparative Schedule of TOSF for current School Year (SY) with that of the previous SY indicating in both Peso (Php) and Percentage (%) the forms of increase. This should be done both by the school <i>With increase and No increase</i> . (Other school fees must be itemized & should be attached to the comparative schedule of TOSF). This shall be reviewed by the SEPS or EPS II of SM&ME. The reviewed Schedule of TOSF shall be forwarded to RO – QAD	Client
4. Photocopy of the Government Permit/ Government Recognition	Client
5. Latest Certificate of Corporate Filing and Information from SEC/DTI/CHED/SUC/LUC/TESD	Client
6. Photocopy of the approved TOSF of previous school year or latest noted/approved TOSF (with breakdown of fees attached)	
7. Action slip (1 original copy)	DepEd SDO
8. Evaluation sheets (1 original copy)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete school application documents from the SDO through the online link/email	1.1. Receive the application documents from SDOs through the online link/email	None	30 minutes	ADAS/ Records Officer
	1.2 Evaluate the documentary requirements 100% compliant Yes-Proceed with the preparation of TOSF and endorsement No-Return the application documents to concerned SDO	None	10 days	EPS
	1.3. Prepare TOSF and Endorsement	None	3 days	EPS
	1.4. Submit the TOSF and Endorsement to the Chief Education Supervisor	None	10 minutes	EPS
	1.5. Review and countersign details and computation	None	1 day	CES
	1.6. Give the documents to ADAS	None	5 minutes	CES
	1.7. Encode in the Data Tracking System, register in the office logbook and forward the document to ARD/RD for approval	None	30 minutes	ADAS
	1.8. Approve the TOSF and endorsement	None	1 day	ARDRD
	1.9. Forward the approved documents to the Record Section	None	15 minutes	ORD
2. Receive approved TOSF	1.1. Release of the approved documents	None	25 minutes	ADAS/ Records Officer
TOTAL:		None	10 days, 6 hours, 55 minutes	