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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 24, 2023

**REGIONAL MEMORANDUM**

No. **276**, s. 2023

**DISSEMINATION OF DEPED MEMORANDUM NO. 019 S. 2023  
(EXTENSION 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: **Schools Division Superintendents  
School Heads of Private Schools  
All Others Concerned**

- Attached is DepEd Memorandum No. 019 s. 2023 dated March 22, 2023 entitled **EXTENSION 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** for information and guidance of all concerned.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director 

Enclosure: As stated  
Reference: Memorandum (DM No. 019, s. 2023)

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

**ACCESS**

**OPERATION**

**PRIVATE SCHOOLS**

QAD-MDC





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](mailto:private.education@deped.gov.ph) or [asec.ops@deped.gov.ph](mailto: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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To be indicated in the Perpetual Index  
under the following subjects:

AUTHORITY  
CHANGE  
FEES  
PERMIT  
PRIVATE EDUCATION  
REQUIREMENTS  
REVIEW  
SCHOOLS