**PROCESSING CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR INCREASE OF TUITION AND OTHER SCHOOL FEES**

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| ***Name of School*** | **:** |  | |
| ***Address*** | **:** |  | |
| ***Date of Application*** | **:** |  |  |

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| --- | --- | --- | --- |
| **No.** | **Documents** | **Complied** | **Remarks** |
|  | Letter of Intent (LOI) duly signed by the President/Head of the school informing the DepEd RO2 of its intention to increase tuition fee and/or other fees. |  |  |
|  | Certificate of Intended Compliance (COIC) stating that 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 members of the faculty and all other employees of the school. |  |  |
|  | A Certificate of Compliance (COC) stating that 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 members of the faculty and all other employees of the school (if applicable). |  |  |
|  | A comparative schedule of tuition fees for the current school year and the proposed increase for the incoming SY with the differences expressed in peso and rate of increase. |  |  |
|  | A certification signed by the school head that the appropriate consultation was made. The certification shall include information on the conduct and results of such consultation including objections raised by the PTA officers & members. |  |  |
|  | Original copy of the attendance during the consultation meeting. |  |  |
|  | Copy of the minutes of the consultation meeting conducted. |  |  |
|  | All required documents are submitted to the SDO not later than June 30. |  |  |
|  | Endorsement from the Schools Division Superintendent. |  |  |
| **Findings and Recommendations:** | | | |

**Evaluated by: School *Management, Monitoring and Evaluation (SMME) Section***

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| **NOLI MAR M. NAVARRO** | **Date: March 31, 2025** |
| Senior Education Program Specialist |  |