



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

REQUIREMENTS FOR TUITION FEE INCREASE & OTHER MISCELLANEOUS FEES

EVALUATION SHEET

Name of School: _____ Division: _____
 Address: _____ Tel. No. _____
 Name of Principal: _____ CP No.: _____
 Current Percentage of Tuition Fee Increase: _____ SY: _____
 In-coming Tuition Fee/Miscellaneous Fee Increase Applied for: _____
 Grade Level Applied for:
 Kindergarten: _____ SY: _____
 Elementary: _____ SY: _____
 Junior High School: _____ SY: _____
 Senior High School: _____ SY: _____

Required Documents	Passed	Failed	Remarks
1. Proposed schedule of tuition & other school fees with itemized miscellaneous indicating the amount and percentage increases.			
2. Comparative schedule of tuition & other school fees for 3 School Years			
3. Notarized Certificate of Intended Compliance			
4. Notarized Certificate on the Conduct of Consultation			
5. Audited Financial Statements			
6. Notarized Resolution of the Board of Trustees			
7. Notarized Resolution of the School PTA Board Meeting			
8. Notarized Minutes of the General PTA Assembly Meeting			
9. Attendance Sheet of the General PTA Consultation			
10. Notarized Certificate of Allocation of the Expanded Incremental Proceeds of Previous Year			
11. Certificate of Allocation of the Expected Incremental Proceeds of Current School Year			
12. Letter of Intent			
13. School ID number of the School			
14. Indorsement from the Schools Division Superintendent (SDS)			

Remarks:

Evaluated by:

Date: _____



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