**Processing Sheet for Tuition Fee Increase Application**

**Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course/Level applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal/Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOCUMENTARY REQUIREMENTS**

Pursuant to DECS Orders No. 21, 21-A, s. 1993; 20, s. 1994; and 12, s. 1997

( ) Notarized correct format for proposed tuition fee increase signed by the School Head, with 70% and 30% allocation;

( ) A certification under oath signed by the School Head that appropriate consultations for the

forthcoming SY \_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been conducted by the school administration with duly

organized parents and teachers associations, or their equivalents in the absence of such

organizations;

( ) Information on the nature of consultations, including any formal objections raised during

the consultation. Such formal objections if made, including counter-proposals where

offered, shall form part of the information required in the certification of consultation; and

( ) A certification under oath signed by the school head that seventy percent (70%) of the

amount of tuition fees increase in SY \_\_\_\_\_\_\_\_\_\_\_\_\_\_will go to the payment salaries, wages,

allowances and other benefits of teaching and non-teaching personnel except administrators who are principal stockholders of the school, including such increases as may have been provided for in collective bargaining agreements existing or in force at the time when R.A. 6728 was approved and made effective; and at least thirty percent (30%) *will go* to the improvement or modernization of buildings, equipment, libraries, laboratories and similar facilities and to the payment of other costs of operations

( ) Financial statement showing the financial status of the school duly certified by a certified

public accountant for fiscal year preceding the school year applying for tuition fee increase; and

( ) Copy of the Income Tax Return (ITR), filed with the Bureau of Internal Revenue for fiscal year preceding the school year applying for tuition fee increase.

**Processed by: Validated by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Processor/Reviewer Chief Education Supervisor**

(signature over printed name and designation) (signature over printed name and designation)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Date