



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)

NO. 03

Series of 1997

SUBJECT : REVISED GUIDELINES ON THE PROCEDURES TO BE FOLLOWED BY HIGHER EDUCATION INSTITUTIONS (HEIs) INTENDING TO INCREASE THEIR TUITION AND OTHER FEES

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722 otherwise known as the "Higher Education Act of 1994," and in order to rationalize the present guidelines in re to make them more responsive to the prevailing situation, the Commission hereby adopts and promulgates the following revised guidelines on the procedures to be followed by all Higher Education Institutions (HEIs) intending to increase their tuition and other fees, thus:

1. **The Consultation Requirement** - All HEIs, public or private, intending to increase their tuition fees for the ensuing School Year (SY) must conduct consultations, as hereinafter defined and provided, with their student councils/governments, and their faculty, alumni and/or non-teaching personnel associations.

In the absence of a student council/government in an HEI, the student organizations and societies recognized by it shall select not more than ten (10) representatives who will participate in the consultation.

2. **The Consultation Process** - For the purpose of these guidelines, a consultation shall mean actual meetings and/or discussions on the advantages and disadvantages of the proposed increase in tuition fees wherein the participants will have an opportunity to air their objections, sentiments and the like, without fear, and under a free and candid atmosphere.

The consultation process must be initiated by the Presidents/Heads of the HEIs or their representatives. They shall inform the Commission's Higher Education Regional Offices (HEROs) concerned of the holding of such consultations fifteen (15) days before the actual dates of consultations.

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posted on the HEI's bulletin boards and/or displayed at appropriate locations on the campus;

c. A comparative schedule of tuition for the current School Year (SY) and the proposed increases for the ensuing SY with the difference(s) expressed in both peso and percentage terms;

d. A certification that the appropriate consultation(s), as herein provided for, has been made accordingly.

The certification shall include information on the conduct and results of such consultation, including objections raised by the student government/ council, the faculty association, and/or other parties to the consultation. Such formal objections, if presented, including counter-proposals where made, should form part of the information required in the certification; and

e. A list of the officers of its student council/government and/or in their absence, the duly recognized student organizations/societies with their corresponding officers.

4. **Other Fees** - The intended increase of other fees shall not be subject to consultation. However, the HEI concerned must make a report to the Commission's HERO concerned regarding the collection of the said increased fees.

5. **HEROs** - The HEROs of the Commission shall perform the following functions relative hereto, thus:

5.1. Furnish the Commission, through its Executive Director, a comprehensive report on the increases in tuition fees and related developments on or before 31 May of every calendar year;

5.2. Intervene in case of disputes and/or complaints regarding tuition fee increases; and

5.3. In the appropriate instances, elevate to the Commission complaints and/or cases anent hereto.

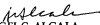
6. **Incoming Freshmen** - Tuition fees which may be charged by HEIs to incoming freshmen are not covered by these guidelines. HEIs, however, must post

in conspicuous places in their premises the schedule of tuition fees for entering freshmen on or before February 28 of the school year preceding the SY that the rates are to take effect.

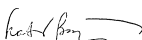
7. **Issuances Contrary Herewith** - All administrative issuances and/or any parts thereof which are contrary to and/or in conflict herewith are hereby repealed, revoked, superceded and/or amended accordingly.

8. **Effectivity** - These guidelines shall take effect and should be observed by all HEIs starting SY 1997-1998.

Pasig City, Philippines, January 15, 1997


ANGEL C. ALCALA
Chairman


MONA D. VALISNO
Commissioner


KATE C. BOTENGAN
Commissioner

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ESTER A. GARCIA 
Commissioner


ROLANDO S. DELAGOZA
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