

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

March 19, 1984

MECS ORDER
No. 15, s. 1984

GUIDELINES AND REGULATIONS ON SCHOOL FEE INCREASES

To: Bureau Directors
Regional Directors
Schools Superintendents
Heads of Private Schools, Colleges and Universities

1. The following guidelines and regulations shall apply to increase in tuition and other school fees in private schools, effective the school year 1984-1985:
 - a. A school may increase the current rates without need of Ministry approval, when such increase is for five percent (5%) or less per year, subject to the conditions given in MECS Order No. 23, s. 1983.
 - b. A grade school or high school may be allowed a floor of ₱800 total fees per year; a college a floor of ₱30 per unit without need of Ministry approval; Provided that the institution so notifies the Ministry regional office concerned before the opening of the school year.
 - c. An increase in fee rates of fifteen percent (15%) or less per year may be authorized provided that the proceeds from the increase are allocated based on priority needs of the school in accordance with P.D. 451.
 - d. Under extraordinary circumstances and when adequately justified, tuition and other school fees exceeding fifteen percent (15%) per year may be authorized subject to the condition that the proceeds from the increase are fully used to provide the benefits called for in Wage Orders Nos. 2 and 3, both series of 1983, or other similar orders in later years.
 - e. A school under "deregulated status" may be allowed an increase in rates higher than fifteen percent (15%) per year under the following conditions:
 - (1) The school is widely known for high quality instruction.

(2) The application for increase is supported by a sworn statement showing

- (a) that the rates of fees collected are accepted by at least eighty five per-cent (85%) of the students (or, in the case of pre-collegiate courses, by the parents through payment of the fees);
- (b) the fee rates collected for each program for which deregulation is applied;
- (c) the amount of institutional resources set aside for student assistance and which is actually awarded to the beneficiaries.

f. Any increase that is subject to Ministry action shall be collected only upon approval.

2. Schools may file applications for fee increases with the concerned Ministry regional office at any time, using the attached forms.

3. The Ministry regional director concerned shall (a) take final action on the applications under items 1 c and d above and (b) forward with a recommendation the applications under item 1 e to the Minister for final action; both within two weeks from the date of filing of the applications.

4. These guidelines and regulations shall apply until otherwise modified.

(SGD.) JAIME C. LAYA
Minister

Incls.:

As stated

Reference:

MECS Order: (No. 23, s. 1983)

Allotment: 1-2-3-4--(D.O. 1-76)

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

RULES & REGULATIONS
SCHOOLS
STUDENTS
TUITION FEES

(Inclosure No. 1 to DECS Order No. 15, s. 1934)

FORM I

APPLICATION FORM

DATE _____

The Regional Director
Region _____
Ministry of Education, Culture and Sports

Sir/Madam:

I wish to apply for increase in the following school fees for the school year _____

	CURRENT RATE	PERCENTAGE OF INCREASE	INCREASED RATE
_____ tuition	:	:	:
_____ registration	:	:	:
_____ laboratory	:	:	:
_____ library	:	:	:
_____ guidance	:	:	:

The increase is applied for in order to:

- _____ comply with mandated personnel wage increases
- _____ improve instructional, library, research facilities
- _____ support community services
- _____ provide additional scholarships

The following supporting documents are inclosed:

- _____ latest audited financial statement
- _____ list of students granted scholarship/assistance under P.D. 451

Very truly yours,

Head of School

C A T E
REPUBLIC OF THE PHILIPPINES } S.S.

SUBSCRIBED AND SHOWN TO _____

APPLICATION FORM
(De-regulated Status)

Date

The Minister of Education,
Culture and Sports
Manila
Through the Regional Director
Region _____

Sir :

I wish to apply for increase in the following school fees
for the school year _____, under "de-regulated status, as follows:

	CURRENT	:	PERCENTAGE:	INCREASED
	RATE	:	OF INCREASE	RATE
_____ tuition		:		:
_____ registration		:		:
_____ laboratory		:		:
_____ library		:		:
_____ guidance		:		:
_____		:		:
_____		:		:

The increase is applied for in order to

- _____ comply with mandated personnel wage increases
- _____ improve instructional, library, research facilities
- _____ support community services
- _____ provide additional scholarships
- _____
- _____

I hereby certify that (a) the rates of fees collected are
accepted by at least 85% of the students and/or by the parents through
payment of the fees (in the case of pre-collegiate programs) and
(b) an amount has been set aside for student assistance which is
actually awarded to the beneficiaries.

The following supporting documents are enclosed:

- _____ latest audited financial statement
- _____ list of students granted scholarship/assistance under
P.D. 451

Very truly yours,

Head of School

OATH
REPUBLIC OF THE PHILIPPINES }
 } S.S.

SUBSCRIBED AND SWORN to before me this _____ day of _____,
affiant exhibiting her Residence Certificate No. _____,
issued at _____.