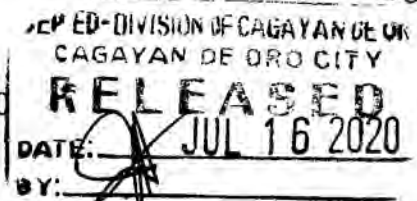




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

July 15, 2020



**The School Principal**  
Private Elementary, Secondary and Senior High Schools  
Division of Cagayan de Oro City


Sir/Ma'am:

Greetings of hope amidst the pandemic.

Relative to the herein attached Regional No. 254 s.2020 entitled SUBMISSION OF COST-BASED AND RECURRENT EXPENSES FOR THE OPERATION OF PRIVATE SCHOOLS, all concerned private schools are hereby requested to provide the needed information and send to [eleanorconsejo.rollan@deped.gov.ph](mailto:eleanorconsejo.rollan@deped.gov.ph) on **July 15, 2020**. Please use the template provided in the attachment in excel format.

Thank you.

Very truly yours,

  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048

*(Enclosure 1 - Template for the data to be encoded in excel)*

<b>Region</b>	<b>Division</b>	<b>School Name</b>	<b>School ID</b>	<b>Cost-based Expenses</b>	<b>Recurring Expenses</b>
X	Cagayan de Oro City			-Procurement of additional computers for online classes -Production of modules	-Utilities -Internet subscription -Salaries of teachers and staff



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

DepED-X  
Cagayan de Oro City

3578  
JUL 13 2020

**RELEASED**

*Office of the Regional Director*

*July 13, 2020*

**REGIONAL MEMORANDUM**  
No. 254, s. 2020

**SUBMISSION OF COST-BASED AND RECURRENT EXPENSES FOR THE  
OPERATIONS OF PRIVATE SCHOOLS**

TO : Schools Division Superintendents  
Chief, School Governance and Operations Division (SGOD)  
*This Region*

In response to Memorandum DM-PHROD-2020-00222 re House Resolution 657 of the House of Representatives that urges the Education Sectors including the Department of Education, to observe the Imposition of Tuition Fee Increase and Other Fees Moratorium for the upcoming school year.

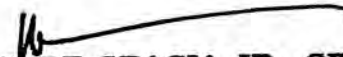
Further, there is a move to reduce tuition and miscellaneous fees in the private schools. As such, the said resolution is requesting private schools to indicate **Data on Cost-Based and Recurrent Cost to Operate**.

Hence, the Schools Division Offices are requested to submit said documents Attn: Chief, SGOD and send to email add: [bongpels@gmail.com](mailto:bongpels@gmail.com) not later than July 15. For more details, please see attached documents, including the template, for reporting.

For compliance.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

P.P.

  
**DR. VICTOR G. DE GRACIA JR., CESO V**  
Assistant Regional Director  
Officer in Charge  
Office of the Regional Director



Address : DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
Telephone Nos.: (088) 856-3932 | (088) 881-3137 | (088) 881-3031  
Email Address : [region10@depd.gov.ph](mailto:region10@depd.gov.ph)  
Web site : <http://depd10.com>






Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

MEMORANDUM  
DM-PHROD-2020-00222

TO: Regional Directors  
Minister, Basic, Higher, and Technical Education, BARMM

ATTN: Chief, Quality Assurance Division

FROM:   
JESUS L.R. MATEO  
Undersecretary

SUBJECT: *Submission of Cost-based and Recurrent Expenses for the Operations of Private Schools*

DATE: 10 July 2020

Officials of the Department attended the virtual hearing of the Committee of the Basic Education and Culture of the House of Representatives on House Resolution 657 with subject: **Urging the Department of Education (DepEd), Commission on Higher Education (CHED), and Technical Education and Skills Development Authority (TESDA) to Impose Moratorium on Tuition and Other Fee Increase (TOFI) on All Educational Institutions amid Calamities.** The resolution seeks to impose a moratorium on the increase of tuition and other school fees for the upcoming school year.

During the committee hearing, the Representatives also considered the possibility of reducing tuition and miscellaneous fees as private schools shift to learning modalities. In this regard, Representative Roman Romulo requested data on cost-based and recurrent cost to operate private schools. Cost-based expenses are one-time expenses to begin a project/service (e.g. playground equipment, computers, school desks). On the other hand, recurring expenses refer to ongoing expenses that are planned ahead of time for the sustainability of project/service (e.g. Wifi or internet, utilities, rent, salaries).

In this regard, Regional Offices are requested to submit the cost-based and recurring expenses of private schools for the upcoming school year on their respective areas using the attached annex as template. Kindly submit the requested document to the Planning Service - Policy Research and Development Division (PS-PRD) through email address [ps.prd@deped.gov.ph](mailto:ps.prd@deped.gov.ph) not later than 15 July 2020 (Wednesday).

For further queries, kindly contact the PS-PRD through the above-indicated details.

For favorable consideration and action. Thank you!

Region	Division	School Name	School ID	Cost-based Expenses	Recurring Expenses
Sample: NCR	Pasay City	ABCD School	123456	<ul style="list-style-type: none"> <li>• Procurement of additional computers for online classes</li> <li>• Production of modules</li> </ul>	<ul style="list-style-type: none"> <li>• Utilities</li> <li>• Internet subscription</li> <li>• Salaries of teachers and staff</li> </ul>

PS-PRD/City  
PHROD-2020-00222

DepEd Complex, Meralco Ave., Pasig City 1600 633-7206/636-6549 631-8494 www.deped.gov.ph

In this regard, Regional Offices are requested to submit the cost-based and recurring expenses of private schools for the upcoming school year on their respective areas using the attached form as template. Kindly submit the requested document to the Planning Service - Policy Search and Development Division (PS-PRD) through email address: [prd@deped.gov.ph](mailto:prd@deped.gov.ph) not later than 15 July 2020 (Wednesday).

For further queries, kindly contact the PS-PRD through the above-indicated details.

For favorable consideration and action. Thank you!

RD/Sio  
PHROD-2020-00222

DepEd Complex, Meralco Ave., Pasig City 1600 633-7206/636-6549 631-8494 www.deped.gov.ph