



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

October 11, 2024

DIVISION MEMORANDUM

No. 623, s. 2024

**PAYMENT OF FEES FOR THE PRIVATE SCHOOL NEW/ ADDITIONAL,
RENEWAL, AND GOVERNMENT RECOGNITION APPLICATIONS**

To: OIC, Office of the Assistant Schools Division Superintendent
Public Schools District Supervisors
Heads, Private Elementary and Secondary Schools
All Others Concerned

1. Attached is Regional Memorandum No. 903, s. 2024 titled **Payment of Fees for the Private School New/ Additional, Renewal, and Government Recognition Applications.**
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Encl.: None

Reference: Regional Memorandum No. 903, s. 2024

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

PRIVATE SCHOOLS

APPLICATIONS

REGULATIONS

Sgod/rdd/PS



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

OCT 02 2024

No. 003 s. 2024

**PAYMENT OF FEES FOR THE PRIVATE SCHOOL NEW/ADDITIONAL,
RENEWAL, AND GOVERNMENT RECOGNITION APPLICATIONS**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. To expect a speedy processing of the issuance of permits for new/additional, renewal, and government recognition, payment of fees shall be coursed through the Cashier of the respective Schools Division Offices.
2. Issued receipts shall be attached to the application documents to be submitted in the Office.

3. The fees are broken down as follows:

Grade Level	Particulars	Renewal and Recognition	New Application
Kindergarten, Elementary, Junior High School	School Bond	-	P 1,000.00
	Inspection Fee	P 1,000.00	1,000.00
	Renewal Fee per level	500.00	500.00
	Legal Research Fund	20.00	20.00
	Legal Research Fund per level	15.00	15.00

4. The Schools Division Superintendents are tasked to closely monitor the compliance with this directive especially on remittances.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: 1
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

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QAD/npm/PS



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