



**CHEDRO-III MEMORANDUM**

No. 041, series of 2020

FOR : The Presidents/Heads of Higher Education Institutions with  
Applications to Increase Tuition and Other School Fees

SUBJECT : **APPLICATIONS TO INCREASE TUITION AND OTHER SCHOOL  
FEES (TOSF) FOR ACADEMIC YEAR (AY) 2020-2021**


DATE : 4 June 2020

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This is to cascade the attached Memorandum from the Office of the Chairperson on the applications of higher education institutions (HEIs) for tuition and other school fees for Academic Year 2020-2021 for your reference with emphasis on the deadline of submission of additional and/or supporting documents on 1 July 2020.

Should there be queries and/or clarifications, please contact Engr. Teodoro M. Paras, Education Supervisor II, at (045) 436-1846 or email at [tparas@ched.gov.ph](mailto:tparas@ched.gov.ph).

For the concerned HEIs information and compliance, please.

  
**MARIA TERESITA MACANAS-SEMANA**, PhD, CESO IV  
Officer-In-Charge, Office of the Director IV

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



**MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON**

**TO :** CHED REGIONAL DIRECTORS AND OFFICERS-IN-CHARGE  
PRESIDENTS OR HEADS OF HIGHER EDUCATION INSTITUTIONS  
WITH APPLICATIONS TO INCREASE TUITION AND OTHER  
SCHOOL FEES

**SUBJECT :** APPLICATIONS TO INCREASE TUITION AND OTHER SCHOOL  
FEES (TOSF) FOR ACADEMIC YEAR (AY) 2020-2021

**DATE :** 17 MAY 2020

In light of the economic impact brought about by the Coronavirus Disease 2019 (COVID-19) pandemic and the adoption of Flexible Learning for AY 2020-2021, and by virtue of Commission En Banc (CEB) Resolution No. 247-2020 issued on 17 May 2020, the Commission is furnishing the following directives to be adopted in the processing of letters of intent and/or applications of higher education institutions (HEIs) to increase Tuition and Other School Fees (TOSF) for Academic Year (AY) 2020-2021:

1. Pursuant to Section 5.3 of CHED Memorandum Order (CMO) No. 3, series of 2012, which states that schools are called upon to include information on the collection, duration, and justification on the charging of other school fees, and other requirements in the consultation, HEIs with letters of intent and/or applications to increase TOSF for AY 2020-2021 are enjoined to do the following:
  - a. Since the consultations conducted by the HEIs were conducted before the pandemic or the implementation of the Enhanced and/or General Community Quarantine (ECQ/GCQs), there is a need for the HEI applicants to hold new consultations, to be conducted virtually, with their respective stakeholders taking into account the:
    - i. impact of the pandemic and community quarantines on the financial situations of the HEI, faculty, staff, and students; and
    - ii. restrictions on face-to-face or in-person learning and the shifting to flexible learning for AY 2020-2021 may result for students without or limited access to athletics facilities, medical and dental clinics, library facilities, computer labs, and other facilities that may constitute other school fees.
  - b. There should be a certification from the HEI relative to the information on the conduct and results of such virtual consultation, stating the agreements and including the objections raised by the student government and/or council or



student organization representatives, faculty association or faculty representatives, and other stakeholders to the consultation;

2. Autonomous HEIs that will increase their TOSF for AY 2020-2021 shall also follow above Nos. 1.a and 1.b. Section 15, Article III of CMO No. 19, Series of 2016 provides that autonomous private HEIs should ensure that the existing CHED PSGs on increases in tuition and other school fees are fully complied with, especially those pertaining to the consultation process and requirements;
3. The CHEDROs shall not accept new applications. Only those that submitted their applications or letters of intent prior to the deadline can submit additional and/or supporting documents;
4. The deadline of submission of additional and/or supporting documents is on July 1, 2020; and
5. The CHEDROs shall evaluate applications to increase TOSF based on the new agreements between the HEIs and their stakeholders. The CHEDROs shall be given one (1) month to finish the evaluation process and endorsement of their recommendations to the CEB for confirmation.

For immediate compliance.



**J. PROSPERO E. DE VERA III, DPA**  
Chairman  
Commission on Higher Education

