



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

16 February 2024

**DIVISION MEMORANDUM**

No. 65 s. 2024

**TO : All PRIVATE SCHOOLS  
PSDS CONCERNED  
ALL CONCERNED**

**REMINDER ON THE SUBMISSION OF APPLICATION AN INCREASE IN  
TUITIONAND OTHER FEES (TFOF) FOR SY 2024-2025**

1. Pursuant to Regional Memorandum No. 690, s. 2023, all private schools are requested to submit application for any change or increase in Tuition and Other Fees for SY 2024-2025 on or before February 29, 2024 to the Division Office.
2. If the school has no intention to change or increase in tuition and other fees this coming school year 2024-2025, the school is still requested to submit a letter informing the office that there will be no changes or increase in tuition and other fees based from the latest DepEd approved tuition and other school fees of the school.
3. Please access the template for the processing checklist documents for Increase in Tuition and Other Fees (TFOF) SY 2024-2025 and Regional Memorandum No. 690, s. 2023 for your reference and guidance through this link: <https://bit.ly/TFOFTemplate>.
4. For information and compliance.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 

