



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : SCHOOLS DIVISION SUPERINTENDENTS
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD) CHIEFS
DIVISION PRIVATE SCHOOLS IN-CHARGE
PRIVATE SCHOOLS OWNERS AND ADMINISTRATORS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : PAYMENT OF APPLICATION/ INSPECTION FEE THRU ONLINE DEPOSIT

DATE : 21 DECEMBER 2018

1. Relative to Bureau of Treasury Circular No. 03-2016 dated June 16, 2014 (Guidelines in Depositing National Collections to the National Treasury), the attention of this Office was called as regards to discrepancies found in the List of Deposited Collections (LDC) and bank validated Deposit Slips for the payments of application/ inspection fee for Government Permits to Operate and Government Recognition.
2. Regional Memorandum No. 191, s. 2016 dated June 20, 2016 (Application for New Government Permit, Renewal of Permit to Operate and Government Recognition of Private Schools to the Regional Office for SY 2017-2018 and Payment of Corresponding Fees thru Bank), paragraph 4 states that:
"Applicant Private Schools may have Payment of Application/ Inspection Fee thru online deposit... upon receipt of the Order of Payment to be issued online by the Quality Assurance Division (QAD) after processing the documents compliant to the requirements."
3. The discrepancies found seem to be payments done without Order of Payments, and issuance of Official Receipts cannot be facilitated by the Cashier's Office.
4. In line with this, all Private Schools owners/ administrators who have deposited payments and were not issued with Official Receipts are directed to go to the Cashier's Office with the original deposit slips for such payments to clear the matter, until January 31, 2019. Unaccounted payments after January 31, 2019, will be deposited to the National Treasury.
5. Immediate and widest dissemination of this Memorandum is enjoined.



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