

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
Maynila

February 11, 1991

DECS O R D E R  
No. 10, s. 1991

GUIDELINES ON AUTHORIZED SCHOOL FEES

To: Bureau Directors  
Regional Directors  
Directors of Services/Centers and Heads of Units  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators

1. Consistent with applicable laws on authorized school fees, the following guidelines are hereby promulgated for school year 1991-1992:
  - a. Schools, colleges, and universities should not announce any tuition fee increase for SY 1991-1992 until guidelines are out for dissemination;
  - b. The reservation fee being charged to pupils in the elementary and secondary levels should not be more than 10% of the current tuition fee. Any amount collected should be credited to tuition fee payment for SY 1991-1992 if the student actually enrolls and should be refunded if he does not; provided the school is duly informed two (2) weeks after the start of the enrollment period. The reservation fee should not be collected earlier than one month before the close of the school year. (This does not apply to reservation fees required of tertiary level programs with quota enrollment.); and
  - c. Donations of any kind are not allowed.
2. The provisions of DECS Order No. 54, s. 1989 entitled "Policy Guidelines on Authorized Collections" still apply.
3. Strict compliance with these guidelines is hereby enjoined.

(SGD.) ISIDRO D. CARINO  
Secretary

Reference: ,  
DECS Order: (No. 54, s. 1989)

Allotment: 1-2-3-4--(M.O. 1-87)

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

✓ FEES  
✓ LEGISLATION  
✓ POLICY

✓ RULES & REGULATIONS  
✓ SCHOOLS  
✓ UNIVERSITIES & COLLEGES