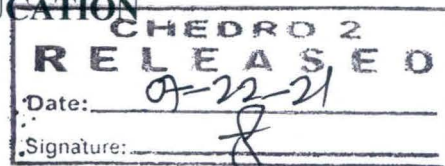




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
Region 02



**REGIONAL MEMORANDUM**  
No. 214, series of 2021

**TO :** PRESIDENTS/HEADS OF PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02 INTENDING TO RECALIBRATE THEIR MISCELLANEOUS AND OTHER SCHOOL FEES (MOSF) FOR THE ACADEMIC YEAR 2021-2022

**SUBJECT :** SUBMISSION OF RECALIBRATED MISCELLANEOUS AND OTHER SCHOOL FEES (MOSF) FOR THE ACADEMIC YEAR 2021-2022

**DATE :** July 21, 2021

In accordance with the Guidelines on the Recalibration of Miscellaneous and Other School Fees (MOSF) during the COVID-19 pandemic dated March 24, 2021, all Private Higher Education Institutions are strongly urged to suspend the charging of Miscellaneous and Other School Fees items that are not possible to be provided to, experienced and/or may not be successfully availed of by the students during COVID-19 pandemic, especially those items that will put students at risk of being infected by or exposed to the virus. Those fees may be recalibrated to augment the costs of flexible learning that covers only any of the following to wit:

1. Development of flexible learning instruction or learning materials/packets/modules;
2. Establishment or upgrade of Learning Management System (LMS)
3. Capacity building training of faculty on flexible learning;
4. Creation or expansion of e-library/digital library/online library;
5. Flexible delivery of student services that will provide academic support and/or develop mental resilience; and
6. Development of flexible learning primer/orientation materials/handbook for students

Private HEIs in the region that will be charging costs for flexible learning are expected to conduct student orientations to explain the recalibration scheme that will be implemented. As a result of such student orientation, a comparative matrix of previously approved/published Schedule of MOSF for AY 2019-2020 and the Recalibrated schedule of MOSF must be submitted to CHEDRO2.

As we have agreed upon during the Meeting on the Guidelines on the Recalibration of Miscellaneous and Other School Fees (MOSF) during the COVID-19 pandemic we conducted on **July 12, 2021**, please submit to this Office on or before **July 28, 2021** the following requirements for consolidation and submission to CHED Central Office on **July 30, 2021**.

1. Recalibrated MOSF (using the attached template)
2. Documentation on Student Orientation
3. Comparative Matrix of previously approved/published Schedule of MOSF for AY 2019-2020 and the Recalibrated schedule of MOSF
4. Previously Approved/Noted TOSF by CHEDRO2

For your immediate compliance.

**JULIETA M. PARAS, Ed.D., CESE**  
Director IV

Encl: as stated

:ags/21July2021

**Name of HEI**

**Address**

**Academic Year 2021-2022**

<b>Name of Programs and Year Levels Affected</b>		<b>Breakdown of Existing OSF Previously Approved by the Commission</b>			<b>Recalibration of MOSF</b>				
<b>Program</b>	<b>Year levels affected</b>	<b>OSF Items</b>	<b>Existing Cost</b>	<b>Prevailing Academic Year</b>	<b>MOSF Item that is recalibrated</b>	<b>Cost after recalibration</b>	<b>Name of Existing Fees that were merged/recalibrated</b>	<b>Reason for Recalibration</b>	<b>Effective Academic Year</b>

Prepared by:

TOSF Focal Person

Approved by:

HEI President/Authorized Representative