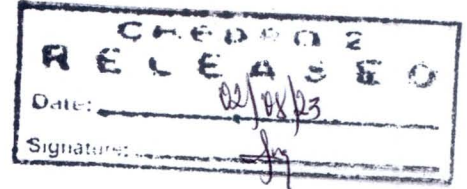




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
Region 02



**REGIONAL MEMORANDUM ORDER**  
**No.035, series of 2023**

**FOR :** ALL PRESIDENTS/OFFICERS-IN-CHARGE/HEADS OF  
PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02

**SUBJECT :** ADJUSTMENTS IN THE DATES OF CONSULTATION PERIOD AND  
THE SUBMISSION OF APPLICATION DOCUMENTS FOR INCREASE  
IN TUITION AND OTHER SCHOOL FEES (TOSF) FOR ACADEMIC  
YEAR (AY) 2023-2024

**DATE :** FEBRUARY 8, 2023

In accordance with pertinent provisions of RA 7722, and by virtue of CEB Resolution No. 045-2023 dated 24 January 2023, the Commission approved the adjustment of the timelines prescribed under CMO No. 03, s. 2012, and in view of the change in the opening of most Private HEIs to August, the following adjustment in the dates are made for AY 2023-2024:

1. Consultation Period is adjusted from 28 February to 28 April 2023
2. Deadline for submission of documentary requirements is adjusted from 01 April to 01 June 2023

The adjustments in the periods would allow HEIs ample time to consult with their faculty and student body on the intended adjustment of fees and complete the submission requirements.

Attached is the Memorandum from the Office of the Chairperson for your guidance and compliance.

Widest dissemination of this memorandum is desired.

  
**ATTY. MARCO CICERO F. DOMINGO**  
OIC-Director IV

Encl.: as stated

Kindly rate the delivery of our services through the link below:

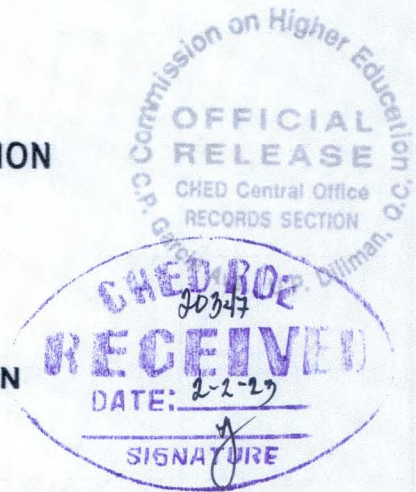
Link: <http://bit.ly/CHEDRO2CSS>

Your response shall help us improve our systems and procedures so we can better serve you.  
Thank you.

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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 OFFICE DIRECTORS  
PRESIDENTS AND HEADS OF HIGHER EDUCATION  
INSTITUTIONS (HEIs)

**SUBJECT :** ADJUSTMENTS IN THE DATES OF CONSULTATION PERIOD  
AND THE SUBMISSION OF APPLICATION DOCUMENTS FOR  
INCREASE IN TUITION AND OTHER SCHOOL FEES (TOSF)  
FOR ACADEMIC YEAR (AY) 2023-2024

**DATE :** JANUARY 26, 2023

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the "Higher Education Act of 1994" and by virtue of Commission *en banc* (CEB) Resolution No. 045-2023 dated January 24, 2023, the Commission approved the adjustment of the timelines prescribed under CHED Memorandum Order (CMO) No. 03, s. 2012 on the "Enhanced Policies, Guidelines, and Procedures governing increases in Tuition and Other School Fees, Introduction of New Fees and for other purposes," and in view of the change in the opening of most private Higher Education Institutions (HEIs) to August, the following adjustment in the dates are made for Academic Year (AY) 2023-2024:

- Consultation Period is adjusted from February 28 to April 28, 2023
- Deadline for submission of documentary requirements is adjusted from April 1 to June 1, 2023.

The adjustments in the periods would allow HEIs ample time to consult with their faculty and student body on the intended adjustment of fees and complete the submission requirements.

For information and dissemination.

**J. PROSPERO E. DE VERA III, DPA**  
Chairman