



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



**MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON**

**TO :** PRESIDENTS, HEADS AND OFFICERS-IN-CHARGE  
OF PRIVATE HIGHER EDUCATION INSTITUTIONS  
  
CHED REGIONAL DIRECTORS AND OFFICERS-IN-CHARGE

**SUBJECT :** GUIDELINES ON THE RECALIBRATION OF MISCELLANEOUS  
AND OTHER SCHOOL FEES (MOSF) DURING THE COVID-19  
PANDEMIC

**DATE :** 24 MARCH 2021

Pursuant to the Commission en Banc (CEB) Resolution No. 531-2020 dated August 11, 2020, the following guidelines on the recalibration of Miscellaneous and Other School Fees (MOSF) are hereby issued:

**A. Scope and Coverage**

These guidelines cover the recalibration of charges for existing MOSF items in consideration of the impact of the Coronavirus Disease 2019 (COVID-19) pandemic and the shift to flexible learning<sup>1</sup> applicable to all CHED-recognized private HEIs (PHEI).

**B. Definition of Terms**

*Miscellaneous and Other School Fees (MOSF)* – refer to fees charged for students to avail all the other services of the higher education institution.

*Recalibration of MOSF* – refers to fee adjustment or a transfer of the fee to existing MOSF items wherein recalibration or increase of one fee may be allowed as long as the total fee of the MOSF will not be increased.

**C. General Principle**

Existing MOSF items may be adjusted to include additional charges for flexible learning costs. Private HEIs, however, are strongly urged to suspend or reduce the charging of existing MOSF items deemed undeliverable and/or unnecessary.

Any increase in the total MOSF collected and any introduction of new MOSF items are prohibited.

<sup>1</sup> Flexible learning is a learner-centered approach that is deeply rooted in the needs of the students. The main objective should be to provide learners with the most flexibility on the learning content, schedules, access, and innovative assessment, making sure of digital and non-digital tools. (reference: CMO No. 04, s. 2020 – "Guidelines on the Implementation of Flexible Learning")

#### **D. Suspension and Recalibration of MOSF Items during COVID-19 Pandemic**

Private HEIs are strongly urged to suspend the charging of MOSF items that are not possible to be provided to, experienced and/or may not be successfully availed 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. These may include activities entailing close contact with other people, mass gatherings, community immersion/outreach, field trips, and local/international travel, among others. These fees may be recalibrated to augment the costs of flexible learning that covers only any of the following, to wit:

- a. Development of flexible instructional or learning materials/packets/modules;
- b. Establishment or upgrade of Learning Management System (LMS);
- c. Capacity building training of faculty on flexible learning;
- d. Creation or expansion of e-library/digital library/online library;
- e. Flexible delivery of student services that will provide academic support and/or develop mental resilience; and
- f. Development of flexible learning primer/orientation materials/handbook for students.

#### **E. Responsibilities of the Private HEIs**

##### **1. Information Dissemination**

The private HEIs that will be charging costs for flexible learning are expected to conduct student orientations to explain the recalibration scheme that will be implemented. Thus, massive information dissemination on this matter shall be required which shall include distribution of Frequently Asked Questions (FAQs) materials. (See Annex "A" as reference)

##### **2. Submission of Comparative Matrix**

The private HEIs that will recalibrate their existing MOSF items shall submit to their respective CHED Regional Offices (CHEDROs) a comparative matrix of previously approved / published Schedule of MOSF for AY 2019-2020 and the Recalibrated Schedule of MOSF.

#### **F. Supplementary Effect**

These guidelines will have supplementary effect to CMO No. 03, s. 2012 entitled "Enhanced Policies, Guidelines, and Procedures governing increases in Tuition and Other School Fees (TOSF), Introduction of New Fees and for Other Purposes", during this pandemic.

**G. Effectivity Clause**

This guideline shall take effect immediately. This may be amended or superseded by later guidelines.

For immediate dissemination and compliance.

A handwritten signature in black ink, appearing to be 'J. Prospero E. De Vera III', written in a cursive style.

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

**FREQUENTLY ASKED QUESTIONS (FAQs)  
GUIDELINES ON THE RECALIBRATION OF MISCELLANEOUS AND OTHER  
SCHOOL FEES (MOSF) DURING THE COVID-19 PANDEMIC**

**1. Q: What does the Recalibration of Miscellaneous and Other School Fees (MOSF) mean?**

A: Recalibration of Miscellaneous and Other School Fees (MOSF) refers to the fee adjustment or a transfer of the fee to existing MOSF items wherein recalibration or increase of one fee may be allowed as long as the total fee of the MOSF will not be increased. Existing MOSF items may be adjusted to include additional charges for flexible learning costs.<sup>1</sup>

**2. Q: Will there be an increase in tuition and other school fees because of the implementation of flexible learning?**

A: Private HEIs are strongly urged to suspend or reduce the charging of existing MOSF items deemed undeliverable and/or unnecessary. Any increase in the total MOSF collected and any introduction of new MOSF items are prohibited.<sup>2</sup>

**3. Q: What are the items in the Miscellaneous and Other School Fees (MOSF) that can be recalibrated for the implementation of flexible learning?**

A: Restrictions on face-to-face or in-person learning and the shifting to flexible learning for Academic Year (AY) 2020-2021 may result for students without or limited access to athletics facilities, medical and dental clinics, library facilities, computer labs, and other facilities that may constitute other school fees.<sup>3</sup> These fees may be recalibrated to augment the costs of flexible learning that covers only any of the following, to wit:

- a. Development of flexible instructional or learning materials/packets/modules;
- b. Establishment or upgrade of Learning Management System (LMS);
- c. Capacity building training of faculty on flexible learning;
- d. Creation or expansion of e-library/digital library/online library;
- e. Flexible delivery of student services that will provide academic support and/or develop mental resilience; and
- f. Development of flexible learning primer/orientation materials/handbook for students.<sup>4</sup>

**4. Q: What if the school still decides to collect the following fees even if the students cannot physically go to school?**

<sup>1</sup> Guidelines on the Recalibration of Miscellaneous and Other School Fees (MOSF) during the COVID-19 Pandemic

<sup>2</sup> *ibid*

<sup>3</sup> Memorandum from the Chairperson dated 17 May 2020 re: Applications to Increase Tuition and Other School Fees for Academic Year 2020-2021)

<sup>4</sup> Guidelines on the Recalibration of Miscellaneous and Other School Fees (MOSF) during the COVID-19 Pandemic

A: Private HEIs are strongly urged to suspend the charging of MOSF items that are not possible to be provided to, experienced and/or may not be successfully availed 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. These may include activities entailing close contact with other people, mass gatherings, community immersion/outreach, field trips, and local/international travel, among others.<sup>5</sup>

**5. Q: Can the school charge/collect graduation fees?**

A: In-person graduation ceremonies are also not allowed until permitted by the IATF, LGU, and CHED as stated in the Joint Memorandum Circular (JMC) No. 2021-001 entitled "Guidelines on the Gradual Reopening of Campuses of Higher Education Institutions for Limited Face-to-Face Classes During the COVID-19 Pandemic". Hence, all HEIs are urged to conduct virtual graduation ceremonies and there should be no fees that will be charged or collected to the graduating students.

Further, CMO No. 05, s. 2005 entitled "Observation of Simple Graduation Rites in all Higher Education Institutions" urges all HEIs to refrain from requiring the students to (b) pay contributions for annual yearbook and other related items unless necessary consultations with recognized student representatives have been made prior to the implementation.

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<sup>5</sup> Guidelines on the Recalibration of Miscellaneous and Other School Fees (MOSF) during the COVID-19 Pandemic.