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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

13 OCT 2026

Office of the Schools Division Superintendent

DIVISION MEMORANDUMNo. 890 s. 2026

**IMPLEMENTATION OF THE UPDATED GUIDELINES ON THE PAYMENT OF
APPLICATION FEES THROUGH LANDBANK ONCOLL AND THE E-APS
PAYMENT NOTIFICATION SYSTEM**

To: Assistant Schools Division Superintendent
Heads, Private Elementary and Secondary Schools
All Others Concerned

1. In line with Regional Memorandum No. 1278, s. 2026, titled *Addendum to Regional Memorandum No. 653, s. 2022: Regional Policy on the Implementation of E-Application for Private Schools (E-APS)*, all concerned private schools are hereby informed of the updated procedures for the payment of application fees and submission of payment notifications.
2. All concerned schools shall observe the following procedures:
 - a. Generate, download, and print the Application Fee Assessment Form through the E-APS portal;
 - b. Pay the assessed fees at the nearest Land Bank branch using the prescribed ONCOLL Payment Slip. Separate payment slips shall be accomplished for each applicable account;
 - c. After payment, submit the payment details through the E-APS Payment Notification System at <https://tinyurl.com/EAPSPaymentNotificationSystem>;
 - d. Upload one (1) combined PDF file containing the scanned payment receipt (front and back) and the Application Fee Assessment Form; and
 - e. Ensure that all information and uploaded documents are complete, accurate, and clearly readable before submitting the payment notification.
3. All private schools are advised to carefully follow the prescribed procedures to facilitate proper documentation, monitoring, and reconciliation of application fee payments.
4. All other provisions of Regional Memorandum No. 653, s. 2022, and its applicable implementing guidelines that are not inconsistent with the updated procedures shall remain in effect.
5. For clarification and assistance regarding the E-Application, schools may coordinate with the Division Private School Focal Person, Susiemar Rapisura@ 0917-188-9967.
6. Immediate dissemination of and compliance with this Memorandum are desired.

SGOD/RQR/smr



VILMA D. EDA, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I



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REGIONAL MEMORANDUM
No. 1278 s. 2026

ADDENDUM TO REGIONAL MEMORANDUM 653, S. 2022 REGIONAL POLICY ON THE IMPLEMENTATION OF E-APPLICATION FOR PRIVATE SCHOOLS (E-APS: UPDATE ON THE PAYMENT OF APPLICATION FEE THROUGH LANDBANK ONCOLL, ONLINE ASSESSMENT FEE, AND E-APS PAYMENT NOTIFICATION SYSTEM

To: Schools Division Superintendents
Heads, Private Elementary and Secondary Schools
All Others Concerned

1. This Office, through the Quality Assurance Division (QAD) hereby issues the enclosed Addendum to Regional Memorandum No. 653, s.2022, titled "Regional Policy on the Implementation of E-Application for Private Schools (E-APS)," containing the updated Operational Guidelines and Process Flow.
2. All other provisions of Regional Memorandum No. 653, s. 2022, including its applicable implementing guidelines, which are not inconsistent with the provisions of this Addendum shall remain in effect.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.


ESTELA P. LEON-CARIÑO, EdD CESO III
Director IV/Regional Director

Encl.: As stated
Reference: RM No. 653, s. 2022
DepEd Order No. 88, s.2010
To be indicated in the Perpetual Index:
under the subjects:

SCHOOLS RULES AND REGULATIONS

QAD/lpm/AddendumtoRMNo.653,s.2022
September 21, 2026



QAD261763



Republic of the Philippines
Department of Education
REGION I

Operational Guidelines and Process Flow for the Online Assessment of Application Fee, Land Bank ONCOLL Payment, and Payment Notification

The processing of payments for applications covered by the Electronic-Application for Private Schools (E-APS) shall follow a standardized process to ensure the proper documentation, notification, monitoring, and reconciliation of payment.

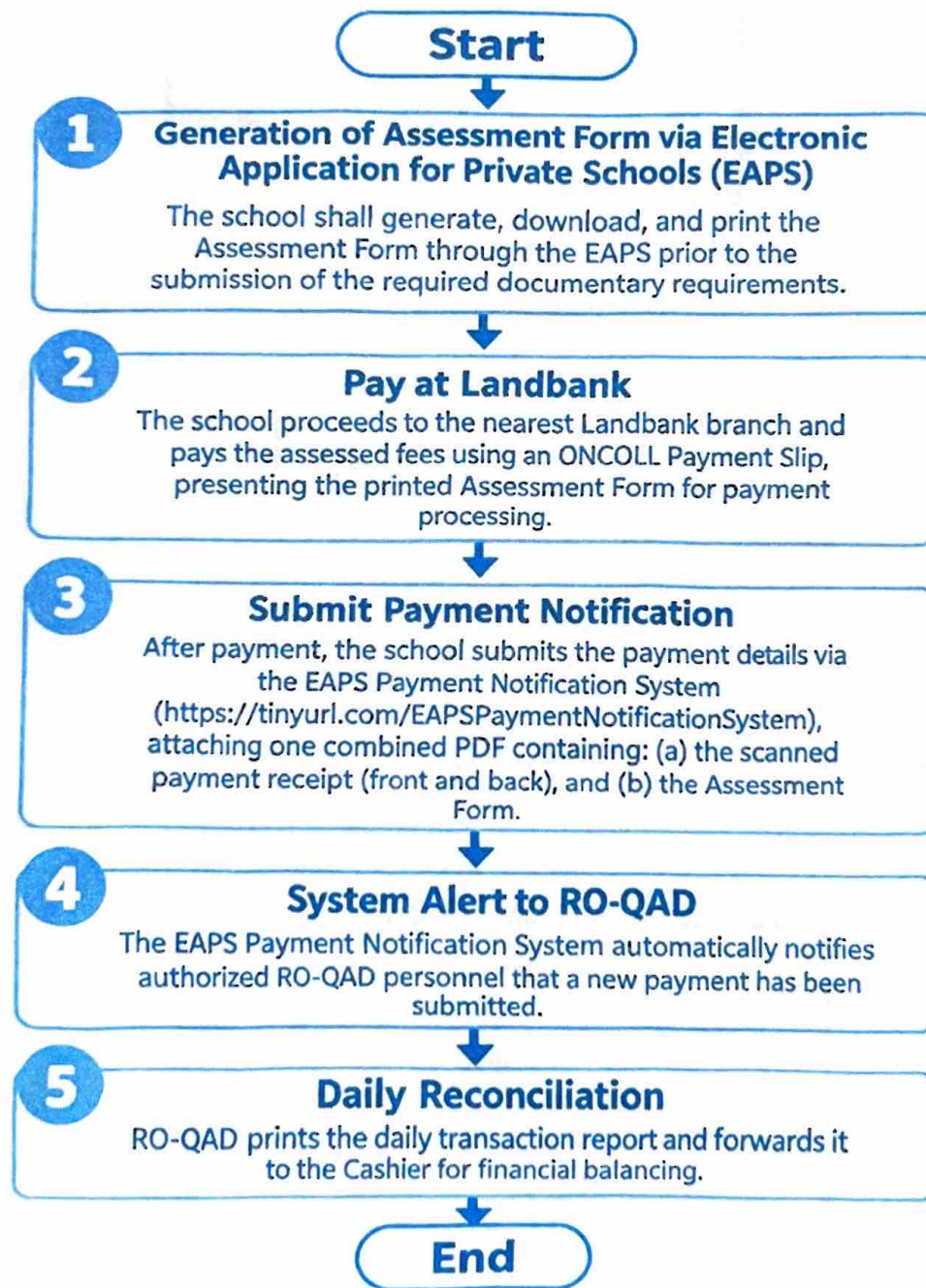


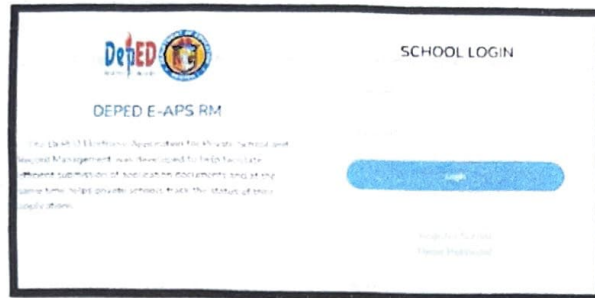
Figure 1. Process Flow for Application Fee Payment



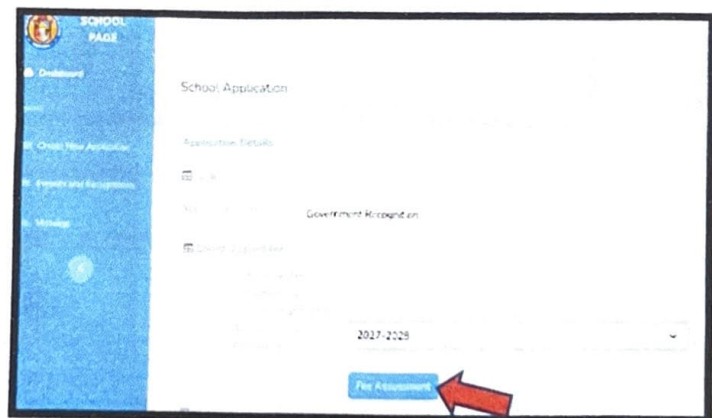
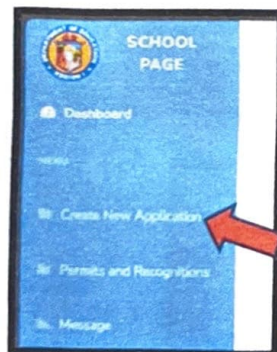
Republic of the Philippines
Department of Education
REGION I

I. Generation of Assessment Form via E-APS

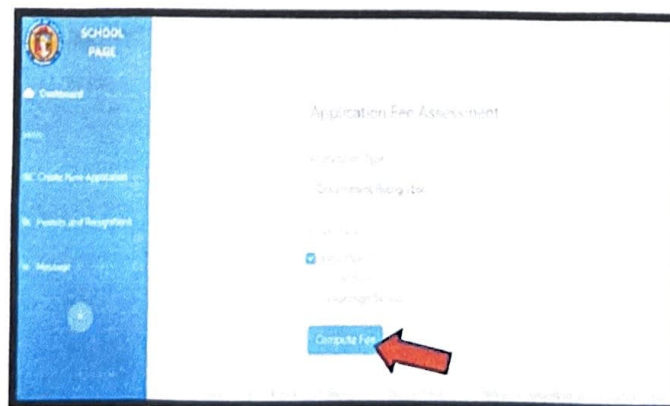
Step 1. Access the request for application fee through school's E-APS portal.



Step 2. To access the online assessment fee, click the button "Create New Application". Click the button "Application Type", tick the appropriate application for the School Year, then click "Fee Assessment"



Step 3. In the Application Fee Assessment, tick the appropriate application type and Grade level, then click the button "Compute Fee"





Republic of the Philippines
Department of Education
REGION I

Step 4. After clicking the "Compute Fee" button, the school shall review the computed Assessment Fee, including the relevant payment information for the application fee. If the details are correct, click "Download Assessment" to generate the Application Fee Assessment Form. Download and print the Assessment Form for payment processing.

Application Fee Assessment

Application Type: Government Recognition

Assessment Fee: P2,020.00

Download Assessment

APPLICATION FEE ASSESSMENT

School Name: Test School
Address: Aringay La Union
Schools Division: CANDON CITY
Application Type: Government Recognition
Date: September 22, 2026

Grade Level	Amount	Total
Kindergarten	P2,020.00	P2,020.00
TOTAL	P2,020.00	P2,020.00

To process the application, proceed to the nearest Landbank for the payment using the ONCOLL PAYMENT SLIPS. Please refer to the Payment Summary.

Payment Summary

Account No.	Reference No.1	Reference No.2	Agency Name	Amount
3402284420	070010300001	PL0192	BTR-Regular Fund/Deped RO1	P2,000.00
3402284446	080080000000	PL0192	BTR-Other Than IATF/UP Law Center	P20.00

Total Amount Due: P2,020.00

REMINDER: After payment, attach a scanned copy of the payment receipt (front and back), together with this assessment Form in your application uploads.



Republic of the Philippines
Department of Education
REGION I

II. PAYMENT OF APPLICATION FEE THROUGH LANDBANK ONCOLL PAYMENT FORM

Step 5. Proceed to the nearest Land Bank Branch and pay the assessed application fee.

Step 6. Using the printed Assessment Form, the school shall accomplish separate ONCOLL Payment Slip Forms for each applicable account, as follows:

1. BTR Account – Regular Fund/DepEd RO I; and
2. BTR Account – Other Than IATF/UP Law Center.

BTR Account – Regular Fund/DepEd ROI

BTR Account – Other than IATF/UP Law Center

III. UPLOADING OF COPY OF ASSESSMENT FEE AND RECEIPT OF PAYMENT FOR APPLICATION FEE

Step 7. After payment, the school shall submit the payment details through the EAPS Payment Notification System:

<https://tinyurl.com/EAPSPaymentNotificationSystem>



Step 8. The school shall prepare one (1) combined PDF file containing:
a. the scanned payment receipt, front and back; and
b. the Assessment Form.

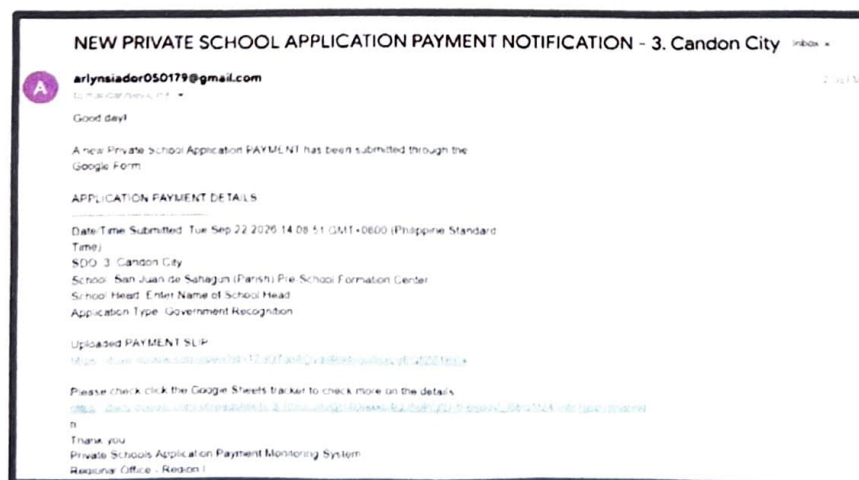
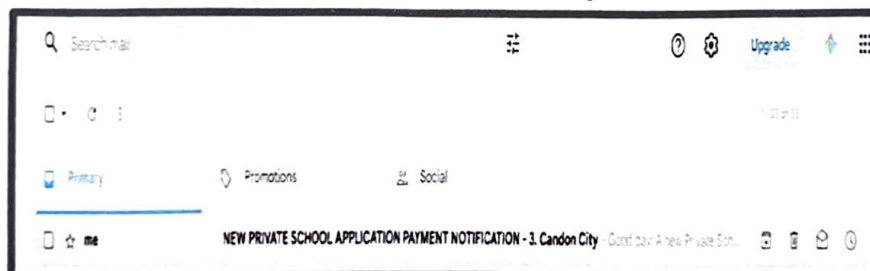


Republic of the Philippines
Department of Education
REGION I

Step 11. Click "Submit"

FOR REGIONAL OFFICE

- RO-QAD designated personnel receive the Payment Notification via email.



- RO-QAD prepares consolidated payment report, including the printing of Payment Slips, and submit the complete documents to the Cash Unit for appropriate action.