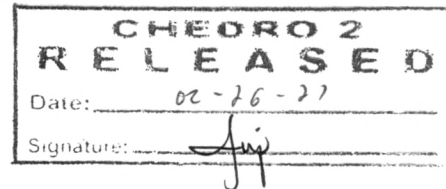




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM
No. 040, Series 2021

FOR : ALL PRESIDENTS / OFFICER-IN-CHARGE OF STATE
UNIVERSITIES AND COLLEGE (SUCs) IN REGION 02

SUCs UNIFAST FOCAL OFFICERS/ PERSONS

SUBJECT : SUBMISSION OF FREE HIGHER EDUCATION (FHE)
BILLINGS FOR THE SECOND SEMESTER OF
ACADEMIC YEAR 2020-2021

DATE : February 24, 2021

The Commission on Higher Education Regional Office 02 hereby disseminates the information in the attached Memorandum from **ATTY. RYAN L. ESTEVEZ, OIC-Executive Director IV, Unified Student Financial Assistance System for Tertiary Education (UniFAST)** regarding the submission of Free Higher Education billings for 2nd Semester, Academic Year 2020-2021, **on or before March 15, 2021.**

Please submit the hard copies and electronic copies of the full FHE billings to the UniFAST Billing Unit with complete documentation using the approved **revised** billing forms to expedite the processing of the FHE reimbursement.

For further concerns regarding the FHE billing system, you may directly communicate with the UniFAST Billing Staff assigned to your institution or you may send an electronic mail to the UniFAST Secretariat at ra10931freehe.unifast@ched.gov.ph.

For your information and immediate compliance.


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

Encl: as stated

Unifast/Imp/rdo-7640



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
Email: unifastsecretariat@ched.gov.ph



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
FHE-01-2021**



For : **CHED REGIONAL DIRECTORS
PRESIDENTS / OFFICERS-IN CHARGE,
STATE UNIVERSITIES AND COLLEGES AND
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES**

Attention: ALL UNIFAST FOCAL PERSONS/ UNITS
IN SUCS AND CHED-RECOGNIZED LUCS

From : **ATTY. RYAN L. ESTEVEZ**
OIC, Executive Director IV, UniFAST

Subject : **CALL FOR SUBMISSION OF THE FREE HIGHER EDUCATION
(FHE) BILLING DOCUMENTS FOR 2ND SEMESTER, ACADEMIC
YEAR 2020-2021**

Date : February 15, 2021

Pursuant to Sections 2.2.1 and 2.2.2, Rule III of Memorandum Circular No.2018-02 or the *Guidelines on Free Higher Education (FHE) in Philippine State Universities and Colleges and CHED-recognized Local Universities and Colleges (LUCs)*, the SUCs and CHED-recognized LUCs are hereby advised to submit to the UniFAST Secretariat all required FHE billing documents for the 2nd semester, Academic Year 2020-2021 on or before Monday, **March 15, 2021**.

All SUCs and CHED-recognized LUCs are enjoined to submit the **full** FHE billings in hard and electronic copies with complete documentation using the approved **revised** billing forms for speedy processing of their FHE reimbursement by the UniFAST Secretariat.

For further query on the FHE billing system, please communicate with the UniFAST Billing Staff assigned to your institution or send an electronic mail to the UniFAST Secretariat at ra10931freehe.unifast@ched.gov.ph.

For your information and compliance.

cc: UniFAST Governing Board Members
CHED Commissioners
CHED Regional Directors
Atty. Septon A. De La Cruz, CESE, OIC, Director IV, CHED-AFMS
UniFAST Regional Coordinators

Vbg 2-15-21



Free Higher Education Billing Checklist for AY 2020-2021

No.	BILLING DOCUMENTS	Hard copy	Soft copy
1	CONSOLIDATED BILLING STATEMENT (FORM 1)		
	1.1 Name of University/College in the Header		
	1.2 Reference No. & date properly labeled		
	1.3 Originally Signed by the SUC/LUC Accountant & President (Blue Ink)		
	1.4 Total Billing Amount tallies with the sum of FORM 2 & Form 3		
	1.5 Actual semester billed properly indicated in the Particulars		
2	CONSOLIDATED BILLING DETAILS		
	2.1 FORM 2 - Sequentially numbered pages		
	2.1.1 Name of University/College in the Header		
	2.1.2 Total Sum per page accurately indicated		
	2.1.3 Certified by the University/College REGISTRAR		
	2.1.4 Approved by the University/College PRESIDENT		
	2.1.5 Values in the TOSF is consistent with the Certification of TOSF		
	2.2 FORM 3- Sequentially numbered pages		
	2.2.1 Name of University/College in the Header		
	2.2.2 Total Sum per page accurately indicated		
	2.2.3 Values in the TOSF is consistent with the Certification of TOSF		
	3	REGISTRAR'S CERTIFICATION	
3.1 Name & Logo of the School in the header			
3.2 Total number of QUALIFIED students for Free HE is indicated			
3.3 Signed the the University/College Registrar			
3.4 With University/College DRY SEAL			
3.4 Must be notarized			
4	CERTIFICATE OF REGISTRATION (COR) OF STUDENTS	n/a	
	4.1 Electronic Copy in PDF format	n/a	
	4.2 Total # of PDFs is tally with the Total # of Qualified students	n/a	
	4.3 Arranged exactly as it appears in the Billing Details	n/a	
	4.4 Contains TOSF amounts equal to what is being billed in the Billing Details	n/a	
	4.5 Contained in a USB or CD	n/a	
5	ADMISSION DOCUMENTS		
	5.1 CERTIFICATION ON MASTERLIST OF APPLICANTS		n/a
	5.1.1 Total number or examinees indicated		n/a
	5.1.2 Total number of applicants who passed is indicated		n/a
	5.1.3 Total number of applicants who failed is indicated		n/a
	5.1.4 Certified & Signed by the ADMISSION OFFICER		n/a
	5.2 PDFs of Acceptable Admission Documents	n/a	
	5.2.1 Arranged exactly as it appears in the Billing Details (FORM 3)	n/a	
5.2.2 Manually accomplished and signed by the Applicants	n/a		
6	CERTIFICATION OF TOSF- This is a one time submission		
	6.1 Used the prescribed Template by UniFAST		
	6.2 Indicated whether the fee is Per Unit or Per Subject		
	6.3 Classified on a per campus basis (If more than 1 campus)		
7	BANK CERTIFICATION- Photocopy is allowed after submission of the original copy		
	7.1 Certification by University/College		n/a
	7.2 Certification by the Bank		n/a