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

CHEDRO 2
RELEASED
Date: 03-16-21
Signature:

REGIONAL MEMORANDUM
No. 063, Series 2021

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

SUCs UNIFAST FOCAL OFFICERS/ PERSONS

SUBJECT : DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES) FOR SUCs AND LUCs COVERED BY R.A. 10931 IN THE FIRST SEMESTER OF ACADEMIC YEAR 2020-2021

DATE : March 16, 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 disbursement of Tertiary Education Subsidy (TES) for SUCs covered by R.A. 10931 in the First Semester AY 2020-2021.

For your information and guidance.

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

Encl: as stated

Unifast/lmp/rdo-7640

Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education
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TO : **CHED REGIONAL DIRECTORS AND OFFICERS-IN-CHARGE**
UNIFAST REGIONAL COORDINATORS
CHED ADMINISTRATIVE, FINANCIAL & MANAGEMENT SERVICE (AFMS)

ALL STATE UNIVERSITIES AND COLLEGES (SUCs) AND ALL LOCAL UNIVERSITIES AND COLLEGES (LUCs) COVERED BY R.A. NO. 10931

THRU : **ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**
Executive Director, Commission on Higher Education

FROM : **ATTY. RYAN L. ESTEVEZ**
OIC, Office of the Executive Director IV, UniFAST Secretariat

SUBJECT : **DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES) FOR SUCS AND LUCS COVERED BY R.A. NO. 10931 IN THE FIRST SEMESTER OF ACADEMIC YEAR 2020-2021**

DATE : **March 5, 2021**

1. As the funding for continuing grantees for TES in the 1st Semester of A.Y. 2020-2021 is already with the Regions, in accordance with provision XI.5. of CHED-UniFAST-DBM Joint Memorandum Circular No. 04, series of 2020, the CHED Regional Offices may now download the TES benefits (TES-2 and TES-3A) for continuing grantees of SUCs and LUCs for the 1st Semester of AY 2020-2021 in the following manner:

   - The benefits shall be disbursed by the CHED Regional Office to the grantees through the Higher Education Institutions (HEIs).
   - The HEIs shall disburse the subsidy to the grantees through a payroll system or through other modes of payment such as remittance centers.

   For purposes of monitoring, the CHED Regional Offices must submit in electronic format an Official Roster of Continuing TES grantees in the 1st Semester of AY 2020-2021, prepared by the UniFAST Regional Coordinators, certified by the Chief Education Program Specialist, and approved by the CHED Regional Director as well as the Certification signed by the CHED Regional Directors endorsing said Official Roster and certifying that the same has been validated and verified (see Annex "A").

2. For new TES grantees enrolled in public HEIs, the UniFAST Secretariat shall prepare the request for fund transfer, request for sub-allotment release order, disbursement vouchers, and other necessary documents, and forward the same to the CHED-AFMS for processing of payment.

For purposes of disbursement, as part of the supporting documents thereto, the CHED Regional Offices must submit an Official Roster of Newly-Qualified TES grantees in the 1st Semester of AY 2020-2021, prepared by the UniFAST Regional Coordinators, certified by the Chief Education Program Specialist, and approved by the CHED Regional Director as well as the Certification signed by the CHED Regional Directors endorsing said Official Roster and certifying that the same has been validated and verified (see Annex "B"). The procedure of disbursement shall be the same as stated in Item 1 of this memorandum for continuing TES grantees.

3. The CHEDROs must ensure that an Official Receipt (OR) shall be submitted by the HEIs upon receipt of the TES and the corresponding administrative support cost for the HEI.

4. Liquidation of funds transferred to the SUCs and CHED-Recognized LUCs shall be in accordance with XVI of said JMC.

5. The method of disbursement through the Land Bank Mastercard Prepaid Cards in the 2nd Semester shall be announced once the preliminary processes with the Land Bank of the Philippines has been completed.

   Likewise, the manner of payment for TES-3B claims shall be announced in a separate issuance.

   Thank you.