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

CHEDRO 2
RELEASED
Date: 03-24-21
Signature:

REGIONAL MEMORANDUM
No. 076, Series 2021

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

SUCs UNIFAST FOCAL OFFICERS/ PERSONS

SUBJECT : TERTIARY EDUCATION SUBSIDY (TES) BILLING FORMS

DATE : March 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 Tertiary Education Subsidy (TES) Billing Templates.

For your reference and guidance.

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

Encl: as stated

Unifast/lmp/rdo-8440

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

8440
3-20-21

MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

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 : **TERTIARY EDUCATION SUBSIDY (TES) BILLING FORMS**

DATE : **March 15, 2021**

Further to the Secretariat's Memorandum dated March 5, 2021 on the disbursement of Tertiary Education Subsidy (TES) for SUCs and LUCs covered by Republic Act No. 10931 in the First Semester of Academic Year 2020-2021, the CHED Regional Offices are advised of the following:

1. The Secretariat shall provide the CHED Regional Offices the approved number of qualified TES grantees per region, together with the corresponding regional Masterlist of Beneficiaries;
2. The CHED Regional Offices shall provide the Masterlist of Beneficiaries to the Higher Education Institutions (HEIs) as basis for billing;
3. The HEIs shall submit to the Secretariat the following billing requirements for payment of TES benefits:
   - Notarized Certification of TES Grantees
   - Billing Form 1
   - Billing Form 2
     (supporting documents CORs in pdf form)
4. To process payments, the CHED Regional Offices shall prepare the following Disbursement Requirements:
   - DV and ORS *(supported by Billing forms and documents submitted by HEIs):*
     1. Notarized Certification of TES Grantees
     2. Billing Form 1
     3. Billing Form 2
     4. Copy of the Masterlist provided by the UniFAST Secretariat to CHEDROs
   - Certification of Bank Account (if payment is through Bank)

For your guidance. Thank you.

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TES Form 1

Republic of the Philippines
(Name of Higher Education Institution)
(Address of Higher Education Institution)

CONSOLIDATED TES BILLING STATEMENT

TES Billing Statement Reference No.: XX - YYYYYYY - 2020 - X - X

Date: _____

To	CHED - Regional Office _____
Address	Address of CHED Regional Office

Responsibility Center		Account Code	Amount
	CHED - Regional Officee _____ Request for payment of the Tertiary Education Subsidy (TES) grant for *(1st and/or 2nd semester)* Academic Year _____ to be charged against the funds for Universal Access to Quality Tertiary Education (UAQTE) under General Appropriation Act (GAA) for Fiscal Year _____, as per attached supporting documents		PhP
	Total number of TES student-grantees in the Higher Education Institution (HEI): _____		
	TES-1 for all the TES student-grantees enrolled in the HEI	PhP	
	TES-2 for all the TES student-grantees enrolled in the HEI	PhP	
	TES-3a for all TES student-grantees with disability enrolled in the HEI	PhP	
	Total Amount	PhP	
	Add: 1 percent (1%) Administrative Support Cost (ASC) for partner HEI	PhP	
	TOTAL: TES Billing Amount	PhP	
	Basis for the Tertiary Education Subsidy: **Section 23, Rule IV, IRR of R.A. No. 10931**	(Code [illegible] DRO)	
		PhP	[illegible] billing [illegible] action
		PhP	[illegible] for payment

Certified	Approved
☐ Supporting documents complete and amount claimed proper. Is this the last batch of billing for this term of AY 2020-2021? ☐ Yes ☐ No	

Signature		Signature	
Printed Name		Printed Name	
Position	Head, Accounting/Authorized Representative	Position	President/Authorized Representative
Date		Date	

INSTRUCTIONS:

1. The HEIs are allowed a maximum of two (2) tranches of payments per semester.

2. The TES statement reference number shall comprise of the REGIONAL CODE (2-digit), HEI CODE (alpha codes), ACADEMIC YEAR (4-digit), TERM (1-digit), and BATCH NUMBER (1 digit). The Description and codes are provided below:

Regional Codes

Region	Code	Region	Code	Region	Code
Region 1	01	Region 6	06	Region 12	12
Region 2	02	Region 7	07	NCR	NCR
Region 3	03	Region 8	08	CARAGA	CARAGA
Region 4A	04	Region 9	09	ARMM	ARMM
Region 4B	MIMAROPA	Region 10	10	CAR	CAR
Region 5	05	Region 11	11		

" HEI Code" shall be the Acronym used by the HEI for their institution.
e.g. Jose Rizal University - JRU

"Academic Year" will use the year when the AY begun (e.g. 2020 for AY 2020-2021).

"Term" refers to the academic year semester or term.

Term	Code	
1st semester	1	[illegible]
2nd semester	2	[illegible]

"Batch" refers to the number of times the HEI bills the [illegible]
Note that the HEIs can bill the CHED no more than [illegible]

Examples of a billing statement no.
The first batch of TES statement submitted by JRU [illegible] 2021

The second batch of TES statement submitted by [illegible] the 1st Semester for AY 2020-2021 [illegible] 2020-1-1

3. Submit a printed copy of completed TES Statement [illegible] together with other required documents and a [illegible]

Name of [illegible]
[illegible]
[illegible]

copy furnished [illegible] for monitoring [illegible]

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Billing Form 2

Republic of the Philippines
(Name of Higher Education Institution)
(Address of Higher Education Institution)

CONSOLIDATED TES BILLING DETAILS

TES Billing Details Reference Number:
Date:

INSTRUCTIONS

*1. Provide in this form the **billing details** on a per campus basis.*

2. Provide the details regarding the actual students who were awarded TES, the corresponding total number of academic units enrolled (credit and non-credit courses) and total cost of tuition and other school fees, accumulated by (first or second semester) AY (_____).

3. Submit pdf of the Certificate of Registration (COR) of Official Enrollment in the 1st and / or 2nd semester of Academic Year (_____) arranged exactly as it appears in the Billing Details.

4. Include all enrolled students in this form in alphabetical order (1) by campuses, if applicable; (2) by colleges, if applicable; (3) by program, if applicable; and (4) by student name (Last name, First name MI).

5. Assign a 5-digit control number for each enrolled student. The 5-digit number should be assigned chronologically to the students that have been listed alphabetically according to instruction [illegible]

6. Submit a signed certification of the accuracy and completeness of the student(s) CORs covered by Form 2 as a cover document for all the provided PDFs of the CORs.

7. Send electronic copies of the following [illegible] PO as supporting [illegible]

7.1 Form 1 TES - Consolidated TES Billing Statement

7.2 Form 2 TES Consolidated TES Billing Details

8. Submit the hard copies of the following billing forms to CHED as supporting documents

8.1 Form 1 TES - Consolidated TES Billing Statement

8.2 Form 2 TES Consolidated TES Billing Details

*Note: **For internal audit purposes, the said documents will be checked for validation purposes upon submission of liquidation report.***

TO:	CHED - Regional Office
Address:	Address of CHED Regional Office
Copy Furnished:	UniFAST Secretariat

Billing Details Summary:

TES will have to be listed and tabulated PER CAMPUS. The Total Amount of the TES for all campuses should tally with the total amount of TES in the Billing Statement

Note: Please insert additional line as needed

Tertiary Education Subsidy : Based on Section 23 of Rule IV of IRR of R.A. No. 10931

			Student's Name			Student Profile					Contact Information			TES-1		TES -2	TES-3A	
5-digit Control Number	Student Number	TES Award Number	Last Name	Given Name	Middle Initial	Sex at Birth (M/F)	Birthdate (mm/dd/yyyy)	Degree Program	Year Level	Academic Units Enrolled (credit and non-credit courses)	ZIP Code	E-mail address	Phone Number	Actual Tuition and Other School Fees for 1st or 2nd semester AY (_____)	Billed Amount	Stipend	Person with Disability	TOTAL AMOUNT
														7,000.00	7,000.00	23,000.00	15,000.00	45,000.00
														13,000.00	10,000.00	20,000.00		30,000.00
Page Total																		
Page Accumulated Total																		
TOTAL TERTIARY EDUCATION SUBSIDY																		
Add 1 percent (1%) Administrative Support for Partner Institutions																		
TOTAL TES BILLING PER CAMPUS																		
TOTAL TES BILLING ALL CAMPUSES																		

Prepared by:	As to corectness of enrollment data Certified by:	As to correctness of financial data Certified by:	Approved by:
HEI TES Focal Person/Scholarship Coordinator (Print Name and Signature)	**HEI Registrar** (Print Name and Signature)	**HEI Chief Accountant** (Print Name and Signature	**HEI President** (Print Name and Signature)

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INSERT HEI LETTERHEAD

Republic of the Philippines
(Name of the HEI)
(Address of the HEI)

Date: _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the total number of ongoing TES grantees by campus as shown below, are qualified to avail of the Tertiary Education Subsidy (TES) program under R.A. No. 10931 also known as Universal Access to Quality Tertiary Education (UAQTE) for the *(1st or 2nd semester)* of Academic Year _____,

Name of Campus	Number of TES Grantees
Campus A	
Campus B	
(Insert more rows for additional Campus)	
Total	

This further certifies that the students' information indicated in the Consolidated TES Billing Details - Form 2 is accurate and complete.

This certification is being issued in accordance with the CHED, UniFAST and DBM Joint memorandum Circular (JMC) No.4 Series of 2020, on the Enhanced Guidelines on the Tertiary Education Subsidy (TES) Program.

Certified by:

Signature over Printed Name of the School Registrar

Approved by:

Signature over Printed Name of the President of the HEIs

Official
Dry
Seal

(must be notarized)

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