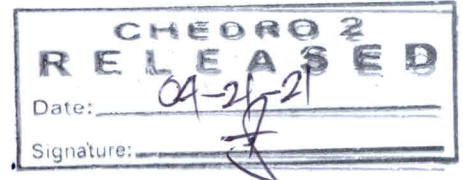




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM
No. 110, Series 2021

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

SUBJECT : SUBMISSION OF LIQUIDATION REPORTS ON THE DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES) FOR ACADEMIC YEARS 2018-2019 AND 2019-2020

DATE : APRIL 20, 2021

Attached is a copy of the Memorandum from **ATTY. RYAN L. ESTEVEZ, OIC-Executive Director IV, Unified Student Financial Assistance System for Tertiary Education (UniFAST)** reminding all State Universities and Colleges (SUCs) on the submission of the TES Liquidation Reports on the funds downloaded to public HEIs for Academic Year 2018-2019 and 2019-2020 **on or before April 30, 2021.**

For inquiries and clarifications, you may contact the UniFAST Billing Unit through Mr. Alexander Figueroa at mobile number 09272724525 or you may send email at afigueroa.unifast@ched.gov.ph.

For your immediate compliance.

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

Encl.: as stated
Unifast/LMP/rdo-9071



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

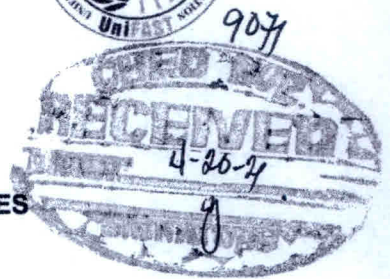
For : **CHED REGIONAL DIRECTORS
PRESIDENTS / OFFICERS-IN-CHARGE,
STATE UNIVERSITIES AND COLLEGES AND
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES**

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

From : **ATTY. RYAN L. ESTEVEZ**
OIC, Office of the Executive Director IV

Subject : **SUBMISSION OF LIQUIDATION REPORTS ON THE DISBURSEMENT OF
TERTIARY EDUCATION SUBSIDY (TES) FOR ACADEMIC YEARS 2018-2019
AND 2019-2020**

Date : 14 April 2021



This is to remind the State Universities and Colleges (SUCs) and CHED-recognized Local Universities and Colleges (LUCs) which have not yet submitted the liquidation reports to kindly submit the liquidation reports on the TES funds downloaded to the public HEIs for Academic Years 2018-2019 and 2019-2020, pursuant to Rule XVI of Joint Memorandum Circular No.2019-07 or the Guidelines on Tertiary Education Subsidy (TES) in the SUCs and CHED-recognized LUCs and as required under Item II.1.4 of Memorandum of Agreement (MOA) signed on June 13, 2018 between CHED-UniFAST and SUCs and CHED-recognized LUCs for the implementation of the programs under the Universal Access to Quality Tertiary Education Act or RA 10931.

In order to facilitate and expedite the processing of the Liquidation Reports, the UniFAST requests the SUCs and CHED-recognized LUCs to submit the complete documentary requirements in hard and electronic copies of the following forms **on or before April 30, 2021**:

1. TES-2 Form – **General Payroll** (*original/certified true copy with signatures of students*);
2. TES-4 Form – **Reports on Checks Issued** (*Original Copy of Fund Utilization Report, Certified true and correct by Accountant, approved by President and verified by Auditor*);
3. TES-5 Form – **Fund Utilization Report** (*Original Copy of Fund Utilization Report, Certified true and correct by Accountant, approved by President and verified by Auditor*);
4. **Certificate of Registration** of the TES grantees for the 1st and 2nd Semester (*Soft copy*);
5. Photocopy of **School IDs** of grantees with their respective signatures (*Hard copy*);
6. Supporting documents for the utilization of the Administrative Support Cost (*Original/Certified true copy*); and
7. Photocopy of Official Receipt issued by CHED Central Office for unused/refund funds.

For your immediate compliance.

vbg-4-14-21

