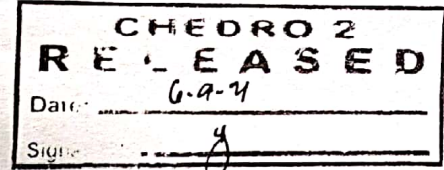




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
Region 02



**REGIONAL MEMORANDUM**  
**No. 165, Series 2021**

**FOR : ALL PRESIDENTS/ HEADS/ OFFICER-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02**

**SUBJECT : TEMPLATE TO FAST-TRACK THE TULONG DUNONG PROGRAM (TDP) VALIDATION OF DOCUMENTARY REQUIREMENTS**


**DATE : JUNE 9, 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 approved Template to Fast-track the TDP Validation of Documentary Requirements for the AY 2020-2021.


The said template shall serve as an alternative to the two (2) essential requirements which are the Certified True Copy of Grades (COG) and Certificate of Registration (COR) under the UniFAST guidelines.

In line with this, please submit the accomplished template of Certification containing the grantees' details of the aforementioned requirements duly signed by the Registrar **on or before June 16, 2021** at email [chedro2.tdptes@ched.gov.ph](mailto:chedro2.tdptes@ched.gov.ph).

For your immediate compliance.

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

Encl.: as stated



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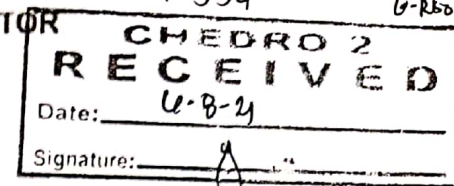


Republic of the Philippines  
**Unified Student Financial Assistance System for Tertiary Education**

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



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**



**For : ALL REGIONAL COORDINATORS  
ALL CHED REGIONAL DIRECTORS**

**Thru : ATTY. LILY FREIDA T. MACABANGUN-MILLA, CESO IV**  
Officer-in-Charge, Office of the Executive Director IV, CHED

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

**Subject: TEMPLATE TO FAST-TRACK THE TULONG DUNONG PROGRAM (TDP)  
VALIDATION OF DOCUMENTARY REQUIREMENTS**

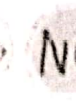
**Date : 20 May 2021**

The Office of the Executive Director recently released a memorandum dated May 3, 2021 further extending the deadline for submission of documentary requirements relative to Tulong Dunong Program (TDP) for the third (3<sup>rd</sup>) time. This is due to numerous appeals received by the UniFAST from HEIs and students who are experiencing difficulties in acquiring documentary requirements brought about by the COVID-19 pandemic which has been one of the vital causes for the delay in validation and processing of the TDP. In addition, some areas are under MECQ which make it more difficult for the students to access their HEIs that have implemented a no-contact policy.

In view thereof, to expedite the validation and verification process of documentary requirements for the TDP, attached herewith is the approved template to serve as an alternative to the two (2) essential requirements which are the Certified True Copy of Grades, and Certificate of Registration. Subsequently, the HEI registrar will be requested by the CHEDROs to accomplish and sign the template containing their grantees' details of the aforementioned requirements under the UniFAST guidelines.

On another note, the documentary requirements as required under the guidelines will still be collected by the CHEDROs on or before and as pre-requisite for the disbursement of the TDP grants.

Please be guided accordingly. Thank you.





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Date: \_\_\_\_\_

**OFFICE OF THE UNIVERSITY / COLLEGE REGISTRAR  
CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify and attest that the following details below of Ongoing Tulung Tunong Program (TDP) beneficiaries for A.Y2020-2021 are correct and complete

[illegible]

This certification is issued in order to facilitate the validation and release of funds intended for Ongoing TDP beneficiaries in compliance with guidelines for AY 2020-2021.

PRINT NAME / SIGNATURE  
University Registrar