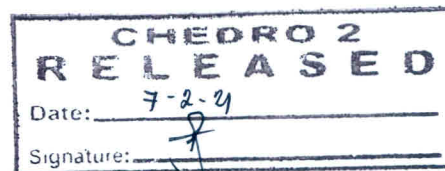




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM
No. 192, Series 2021

FOR : ALL PRESIDENTS OF PRIVATE HIGHER EDUCATION INSTITUTIONS
(PHEIs) IN REGION 02

SUBJECT : REVISED TEMPLATE OF THE TERTIARY EDUCATION SUBSIDY (TES)
SHARING AGREEMENT


DATE : July 2, 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 attached revised template of the Tertiary Education Subsidy (TES) Sharing Agreement to be submitted by PHEIs with TES grantees for AY 2020-2021.

For your information and compliance.

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

FOR THE DIRECTOR IV


RUTH T. LASAM
Chief Administrative Officer
OIC, Office of the Director IV
July 2, 2021

Encl: as stated

unifast/lmp/rdo-10776



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

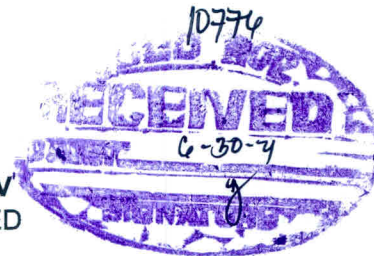
For : **ALL CHED REGIONAL OFFICES**
ALL UNIFAST REGIONAL COORDINATORS

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

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

Subject : **REVISED TEMPLATE OF THE TERTIARY EDUCATION SUBSIDY (TES) SHARING AGREEMENT**

Date : June 24, 2021



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This is to transmit the attached revised template of the TES Sharing Agreement which is required to be submitted, along with other documents, by the private higher education institutions (HEIs) with Tertiary Education Subsidy (TES) Grantees within 60 days from receipt of their funds in accordance with XV. 2.5 of CHED-UniFAST-DBM Joint Memorandum Circular No. 04, series of 2020.

Thank you.

cc: **J. Prospero E. De Vera III, DPA**
Chairman, CHED and UniFAST Board

Atty. Septon A. Dela Cruz, CESE
OIC, Office of the Director IV, CHED-AFMS



TERTIARY EDUCATION SUBSIDY SHARING AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Tertiary Education Subsidy (TES) Sharing Agreement, made and executed by and between:

The **COMPLETE NAME OF INSTITUTION**, a Private Higher Education Institution with principal office at **Address** represented by its **Official Position Title**, **NAME OF HEAD OF INSTITUTION**, hereinafter referred to as "PHEI".

and

Name of Student, Filipino and resident of **Address**, hereinafter referred to as the "Student-Grantee"

WITNESSETH:

WHEREAS, under Republic Act No. 10687 or Unified Student Financial Assistance System for Tertiary Education (UniFAST) Act, the UniFAST is mandated to increase the participation rate among all socio-economic classes in Tertiary Education especially the poor but academically able and highly motivated students to enable them to successfully pursue and complete Tertiary Education programs in quality institutions, thereby promoting equitable and Rationalized Access by poor Filipinos to quality Tertiary Education;

WHEREAS, Section 7 of Republic Act No. 10931 or the Universal Access to Quality Tertiary Education Act (UAQTEA), established the Tertiary Education Subsidy (TES) for all Filipino students who shall enroll in undergraduate and post-secondary programs of private HEIs. to support the cost of their tertiary education or any part or portion thereof;

WHEREAS, the PHEI is authorized by the Commission on Higher Education (CHED) to offer baccalaureate degrees;

WHEREAS, the Student-Grantee is currently enrolled in the PHEI and qualified under its existing admission and retention policies;

WHEREAS, the Student-Grantee is among the identified TES grantees in the Official Roster as validated and verified by the UniFAST Regional Coordinator and attested by the CHED Regional Director;

NOW THEREFORE, for and in consideration of the foregoing premises and the terms and conditions below, the Parties hereby agree as follows:

1. Pursuant to the UniFAST Memorandum Circular No. 03, Series of 2021, the Student Grantee shall be entitled to Sixty Thousand Pesos (PhP 60,000) as grant for Academic Year _____;
2. The grant is intended to cover tuition and other school fees (TES-1), books, supplies, transportation and miscellaneous personal expenses including purchase of personal computer or laptop and other education-related expenses and, allowance for room and board costs incurred by the student (TES-2);

3. In accordance with Section 4 of UniFAST MC No. 03, s. 2021 and IV of 4.5.2 of the CHED-UniFAST-DBM Joint Memorandum Circular No. 04, series of 2020, the share of the student (TES-2) and of the PHEI (TES-1) shall be computed as follows:
 - 3.1 The maximum amount of the subsidy for tuition and other school fees or TES-1 shall be PhP 10,000 per semester;
 - 3.2 If the maximum amount of TES-1 is greater than the actual CHED-approved tuition and other school fee of the grantee, the difference shall be given to the grantee as part of TES-2;
 - 3.3 If the maximum amount of TES-1 is less than the actual CHED-approved tuition and other school fees of the grantee, the student shall be obliged to pay the difference in accordance with the policy of the PHEI;
 - 3.4 If the grantee has fully paid the tuition and other school fees for the academic term, the private HEI shall no longer be entitled to TES-1. The total amount of grant shall be fully given to the grantee; and
 - 3.5 In case the private HEI has three (3) or more terms, the sharing shall be of the same proportion, that is, 2/3 to the grantee and 1/3 to the PHEI.
4. Upon receipt of the check representing fund transfer for TES, the PHEI should release to the Student-Grantee his or her share (TES-2) within 2 weeks;
5. The Student-Grantee and the PHEI shall execute and properly comply with the provisions of the UniFAST MC No. 03, s. 2021 and CHED-UniFAST-DBM JMC No. 04, s. 2020;
6. This Agreement shall take effect upon signing by the Parties hereto and shall be terminated upon the satisfactory fulfilment of all terms and conditions embodied herein.

IN WITNESS WHEREOF, we have signed this TES Sharing Agreement this Month, Day, Year at the Place where this Agreement was executed.

Name of the PHEI

Name of President of PHEI
President

Name of Student-Grantee
Student-Grantee

Note: Parent/s or guardian/s shall co-sign along with the minor student-grantee

Signed in the presence of:

PHEI's witness

Student-Grantee's Witness

REPUBLIC OF THE PHILIPPINES)
Municipality / City of _____) S.S

ACKNOWLEDGEMENT

BEFORE ME, this Month, Day, Year in the Municipality/City of Name of Municipality/City personally appeared the following:

1. Name of PHEI's President, representing to be the President of Name of PHEI, known to me to be the same person who executed the foregoing Agreement for and in behalf of the said PHEI and acknowledged to me that the same is the act and deed of Name of PHEI and that he/she is duly authorized to sign the same. The same Name of PHEI President exhibited to me his/her Competent Evidence of Identity issued at Place of Issuance on Date of Issuance.
2. (If Minor) Name of Student-Grantee with Competent Evidence of Identity issued at Place of Issuance on Date of Issuance and Name of Parent/Guardian with Competent Evidence of Identity issued at Place of Issuance on Date of Issuance, known to me to be the same persons who executed the foregoing instrument, and acknowledged that the same are their free and voluntary acts and deeds. *(Delete this item if Student-Grantee is of legal age)*
3. Name of Student-Grantee with Competent Evidence of Identity issued at Place of Issuance on Date of Issuance, known to me to be the same person who executed the foregoing instrument, and acknowledged that the same is his/her free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and at the place first above written.

Doc.. No. _____
Page No. _____
Book No. _____
Series of _____.