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

CHEDRO 2
RELEASED
Date: 07/05/21
Signature:

REGIONAL MEMORANDUM
No. 195, Series 2021

FOR : ALL PRESIDENTS/HEADS OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02

SUBJECT : TULONG DUNONG PROGRAM – TERTIARY EDUCATION SUBSIDY (TDP-TES) BILLING FORMS

DATE : July 05, 2021

Attached is a Memorandum from **Atty. Ryan L. Estevez,** OIC- Executive Director IV, UniFAST, Quezon City, Philippines, regarding the use of **Tulong Dunong Program-Tertiary Education Subsidy (TDP-TES) Billing Template "Annex A"** as stated in Section 8.2.b.i of UniFAST Memorandum Circular No. 2, series of 2021 and **Payroll Template "Annex B"** to be signed by the grantees as stated in Section 9 of the said Memorandum Circular.

For your guidance and compliance.

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

Encl: as stated

Unifast/RDT/rdo-10840

ANNEX B

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

TULONG DUNONG PROGRAM - TERTIARY EDUCATION SUBSIDY (TDP-TES) PAYROLL

TPD-TES Billing Details Reference Number: _____
Date:

			Student's Name			Student Profile					TDP-TES Grant			
Sequence No.	TDP-TES Award Number	Student ID No.	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)	1st Semester	2nd Semester	**Student Signature**	**Date Received**
1														
2														
3														
4														
5														
										TOTAL				

Prepared by:

HEI Focal Person/Scholarship Coordinator
(Print Name and Signature)

As to corectness of enrollment data
Verified by:

HEI Registrar
(Print Name and Signature)

As to correctness of financial data
Certified true and correct by:

HEI Chief Accountant
(Print Name and Signature

Approved by:

HEI President
(Print Name and Signature)