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

CHEDRO 2
RELEASED
Date: 07/19/21
Signature:

REGIONAL MEMORANDUM
No. 210, Series 2021

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

SUBJECT : **REMINDER ON THE SUBMISSION OF PRIVATE HIGHER EDUCATION INSTITUTIONS (PHEIs) OF THE LIQUIDATION REPORTS ON THE DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES) FOR AY 2018-2019 AND AY 2019-2020**

DATE : **July 16, 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 Private Higher Education Institutions (PHEIs) on the submission of the TES Liquidation Reports on the funds downloaded to PHEIs for Academic Year 2018-2019 and 2019-2020 **on or before July 31, 2021**.

For immediate compliance.

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

Encl: as stated

unifast/lmp/rdo-11103

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 : **PRESIDENTS / OFFICERS-IN-CHARGE**
PRIVATE HIGHER EDUCATION INSTITUTIONS

Attention: ALL UNIFAST FOCAL PERSONS/ UNITS
IN PRIVATE HIGHER EDUCATION INSTITUTIONS

Through ; **CHED REGIONAL DIRECTORS**

Estevez Ryan Legisniana Digitally signed by Estevez Ryan Legisniana Date: 2021.07.15 14:24:57 +08'00'

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

Subject : **REMINDING PRIVATE HIGHER EDUCATION INSTITUTIONS TO SUBMIT THE LIQUIDATION REPORTS ON THE DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES) FOR ACADEMIC YEARS 2018-2019 AND 2019-2020**

Date : 5 July 2021

This is to remind the Private Higher Education Institutions to submit the liquidation reports on the TES funds downloaded to the private HEIs for Academic Years 2018-2019 and 2019-2020, pursuant toRule XVI of Joint Memorandum Circular No.2019-07 or the Guidelines on Tertiary Education Subsidy (TES) in the PHEIs and as required under Item II.1.4 of Memorandum of Agreement (MOA) signed on June 13, 2018 between CHED-UniFAST and PHEIs 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 PHEIs to submit the complete documentary requirements in hard and electronic copies of the following forms to the CHED Regional Offices on or before **July 31, 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.