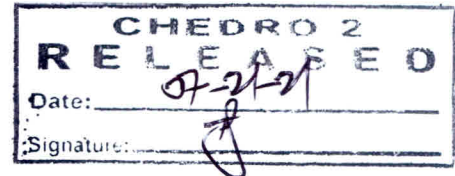




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM
No. 213, Series 2021

FOR : ALL PRESIDENTS OF CONCERNED PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02

SUBJECT : COORDINATIVE MEETING ON THE BILLING SYSTEM FOR TULONG DUNONG PROGRAM UNDER THE TERTIARY EDUCATION SUBSIDY (TDP-TES) OF THE UNIFAST FOR AY 2020-2021 WITH TES/TDP-TES FOCAL PERSONS AND FINANCE OFFICERS OF HEIs IN REGION 2 VIA ZOOM

DATE : July 21, 2021

We shall be conducting a **Coordinative Meeting on the Billing System for TDP-TES for AY 2020-2021 with TES/TDP-TES Focal Persons and Finance Officers of HEIs in Region 2 on July 30, 2021 (Friday) at 2:00 p.m. via Zoom platform.**

The following items will be discussed in the said meeting:


1. Status of TDP-TES Liquidation Report for AY 2019-2020
2. TDP-TES Billing Requirements and Processes for AY 2020-2021

Ms. Violeta B. Galo, Technical Staff for Administrative and Finance unit of the UniFAST Central Office shall be the Resource Speaker to this meeting.

Participants are advised to register using the link https://bit.ly/tdp-tes_billing **not later than July 29, 2021** to receive the access link to join the meeting via Zoom.

For inquiries, please contact Ms. Leah Sandra M. Perez at mobile number 09657231211 or Ms. Rejoice D. Tan at mobile number 09652348902.

Your active participation to this meeting is highly enjoined.


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

Unifast/LMP/072121

ACTIVITY PROPOSAL

Title of the Activity : **COORDINATIVE MEETING ON THE BILLING SYSTEM FOR TULONG DUNONG PROGRAM UNDER THE TERTIARY EDUCATION SUBSIDY (TDP-TES) OF THE UNIFAST WITH TES/TDP-TES FOCAL PERSONS AND FINANCE OFFICERS OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 2 FOR AY 2020-2021 VIA ZOOM**

Date of Activity : **July 30, 2021**

Target Attendees : **TES/ TDP-TES FOCAL PERSONS AND FINANCE OFFICERS OF ALL HEIs WITH TDP-TES GRANTEES**

Rationale:

To ensure the implementation of the Tulong Dunong Program under the Tertiary Education Subsidy (TDP-TES) of the UniFAST pursuant to Section 8.2.b.i of UniFAST Memorandum Circular No. 2, Series of 2021, the Commission on Higher Education (CHED) Regional Office 2 through the UniFAST Unit will conduct a **Coordinative Meeting with the TES/TDP-TES Focal Persons and Finance Officers of Higher Education Institutions on the Billing System for TDP-TES in AY 2020-2021** via Zoom platform.

The proposed activity will be able to facilitate the uniform and standard execution and compliance of the HEIs in the submission of the billing documents in the process of disbursing funds for grantees of TDP-TES for AY 2020-2021.

Objectives:

The activity has the following aims:

1. Present the status of liquidation of TDP-TES for AY 2019-2020
2. Discuss the billing requirements and the processing of payment relative to the TDP-TES fund management for AY 2020-2021

Topics and Speakers:

- A. TDP-TES Liquidation Report for AY 2019-2020: Ms. Pauline Somejo, CHEDRO2- UniFAST Accountant
- B. Billing Requirements and Processes: Resource Speaker, UniFAST Secretariat

Proposed Budget: ₱12,500.00

Items	Amount
Lunch (25 pax at ₱350.00)	₱ 8,750.00
Snack PM (25 pax at ₱150.00)	₱ 3,750.00
Total	₱12,500.00

Prepared by:


Leah Sandra M. Perez
PTS II

Reviewed by:


Engr. Rosario G. Danga
Supervising Education Program
Specialist

Approved by:


Dr. Julieta M. Paras, CESE
Director IV



Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
Region 02



Unified Financial Assistance System for Tertiary Education

**Coordinative Meeting with the TES/TDP-TES Focal Persons of HEIs
on the Billing System for TDP-TES in AY 2020-2021**

Friday, July 30, 2021, 2:00 PM- 4:00 PM

Zoom ID: 822 5908 6098

Password: 873078

Programme

I. Preliminaries

Opening Prayer

Mr. Jovie Quilang Jr.
PTS I, CHED RO2

Acknowledgement of Participants

Engr. Rosario G. Danga
Supervising Education Program
Specialist, CHEDRO2

Short Message

Dr. Julieta M. Paras, CESE
Director IV, CHED RO2

II. Discussion

A. TDP-TES Liquidation Updates
for AY 2019-2020

Ms. Pauline Somejo
PTS II, CHED RO2

B. Billing System
1. TDP-TES Billing Requirements
2. Billing Procedures

Resource Speaker
UniFAST Secretariat

III. Open Forum

IV. Adjournment

Leah Sandra Perez
Moderator