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

CHEDRO 2
RELEASED
Date: 08/10/21
Signature:

REGIONAL MEMORANDUM
No. 236, Series 2021

FOR : **ALL PRESIDENTS, OFFICERS-IN-CHARGE, REGISTRARS AND ACCOUNTANTS OF STATE UNIVERSITIES AND COLLEGES (SUCs) IN REGION 02**

SUBJECT : **RE-ORIENTATION MEETING ON THE ACCOMPLISHMENT OF BILLING FORMS FOR FREE HIGHER EDUCATION (FHE)**

DATE : **August 10, 2021**

Attached is a Memorandum from **Atty. Ryan L. Estevez,** OIC- Executive Director IV, UniFAST, Quezon City, Philippines, regarding the **Re-orientation Meeting on the Accomplishment of Required Billing Forms for Free Higher Education (FHE)** on **August 13, 2021** at **1:00 – 4:00 PM** via Zoom platform in order to clarify and address the important issues specifically on the FHE revised billing forms.

Attendees are encouraged to register their complete name with designation in the provided link prior to the day of the meeting: ***https://tinyurl.com/UniFAST-FHE-Reorientation***

For the participation of all concerned.

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

Encl: as stated

Unifast/RDT/rdo-11518

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
FHE-04-2021

For : **ALL PRESIDENTS, OFFICERS-IN-CHARGE, REGISTRARS AND ACCOUNTANTS OF STATE UNIVERSITIES AND COLLEGES (SUCs) AND CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUCs)**

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

Subject **RE-ORIENTATION MEETING ON THE ACCOMPLISHMENT OF BILLING FORMS FOR FREE HIGHER EDUCATION (FHE)**

Date : July 28, 2021

In compliance with the provisions under R.A. No. 10931 and pursuant to the guidelines on Free Higher Education mandating the UniFAST Secretariat to ensure that all documentary requirements needed for the efficient and effective implementation of Free Higher Education are complied with by the State Universities and Colleges / CHED-Recognized Local Universities and Colleges, the UniFAST Secretariat will conduct a re-orientation meeting on the accomplishment of required billing forms for Free Higher Education (FHE)

Relative to this, may we invite you, together with the UniFAST Focal Person, Registrar and Accountant of your institution to attend the said re-orientation meeting in order to clarify and address the important issues specifically on the FHE revised billing forms,

Below is the schedule of activities for your reference:

Regions	Date and Time
IX and NCR	August 9 (1:00-4:00)
XII, BARMM, CARAGA and MIMAROPA	August 10 (1:00-4:00)
CAR, I and VIII	August 11 (1:00-4:00)
III	August 12 (1:00-4:00)
II and IV	August 13 (1:00-4:00)
V	August 16 (1:00-4:00)
VI and XI	August 17 (1:00-4:00)
VII and X	August 18 (1:00-4:00)

We encourage the attendees to register their complete name with designation in the provided link prior to the day of the meeting: *https://tinyurl.com/UniFAST-FHE-Reorientation*

Your attendance and active participation in this activity will be highly appreciated.

Thank you very much.

cc: **UniFAST Governing Board Members**
CHED Commissioners
CHED Regional Directors
UniFAST Regional Coordinators

Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education
Ground Floor, Bldg. E. UP Ayala Land Technohub Complex, Commonwhealth Ave. Diliman Quezon City
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RE-ORIENTATION ON FREE HIGHER EDUCATION (FHE) BILLING
FOR SUCs and LUCs
P R O G R A M
August 9, 2021

01:00 PM – 01:15PM	Doxology National Anthem	Recorded
01:15 PM – 01:25 PM	Welcome message	**Chairperson J. Prospero E. De Vera III** Chairman – CHED
01:25 PM – 01:35 PM	Statement of Purpose/Opening Remarks	**Atty. Ryan L. Estevez** OIC, Executive Director, UniFAST
01:35 PM – 01:45 PM	Acknowledgment of Participants	**Violeta B. Galo** Technical Specialist for Admin and Finance, UniFAST
01:45 PM – 2:35PM	Free Higher Education Billing Forms and various compliance issues encountered on the FHE Billing submission	**Yuuki Flores/Mary Joy E. Demetillo**
02:35 PM – 03:50 PM	Open Forum	Facilitator: **Yuuki Flores**
03:50 PM – 04:00 PM	Closing Remarks	**Violeta B. Galo** Technical Specialist for Admin and Finance, UniFAST

In Charge of the Ceremony

Mary Joy E. Demetillo