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

CHEDRO 2
RELEASED
Date: 09/24/21
Signature:

REGIONAL MEMORANDUM
No. 284, Series 2021

FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF STATE UNIVERSITIES AND COLLEGES IN REGION 02

SUBJECT : REITERATION TO COMPLETELY FILL OUT FREE HIGHER EDUCATION BILLING FORM NO. 2 "FREE HIGHER EDUCATION BILLING DETAILS OF TUITION FEE AND OTHER SCHOOL FEES"

DATE : September 24, 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),** reiterating that all concerned State Universities and Colleges (SUCs) covered by R.A. No. 10931, otherwise known as the "Universal Access to Quality Tertiary Education Act", to faithfully comply with the submission of completely filled out **FHE Billing Form No. 2 or the FHE Billing Details of Tuition and Other School Fees**.

For further concerns regarding the FHE billing system, you may directly communicate with the UniFAST Billing Staff assigned to your institution or you may send an electronic mail to the UniFAST Secretariat at ra10931freehe.unifast@ched.gov.ph.

For information and compliance.

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

Encl: as stated

Kindly rate the delivery of our services through the link below:
Link: http://bit.ly/CHEDRO2CSS
Your response shall help us improve our systems
and procedures so we can better serve you.
Thank you.

Unifast/AMJ/RDO-12052

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

12052
9-24-21

FOR : **CHED REGIONAL DIRECTORS PRESIDENTS/OFFICERS-IN-CHARGE, STATE UNIVERSITIES AND COLLEGES AND CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES**

ATTENTION: ALL FOCAL PERSONS/UNITS IN SUCS AND CHED-RECOGNIZED LUCS

Estevez Ryan Legisniana
Digitally signed by Estevez Ryan Legisniana
Date: 2021.09.22 15:16:49 +08'00'

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

SUBJECT : **REITERATION TO COMPLETELY FILL OUT FREE HIGHER EDUCATION BILLING FORM NO. 2 "FREE HIGHER EDUCATION BILLING DETAILS OF TUITION AND OTHER SCHOOL FEES"**

DATE : **15 September 2021**

By virtue of Section 7.1, Rule II of UniFAST Memorandum Circular No. 2, series of 2018 or the Guidelines on Free Higher Education (FHE), the UniFAST is mandated to generate an official list of eligible FHE student beneficiaries. Section 7.1.3 (2) of said Rule requires that the list shall contain the complete names, degree program pursued, year level, contact information (contact number and email) of said students.

Relative thereto, the UniFAST Secretariat is reiterating to all concerned State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) covered by R.A. No. 10931 to faithfully comply with the submission of completely filled out FHE Billing Form No. 2 or the FHE Billing Details of Tuition and Other School Fees of your institutions.

For any questions or clarifications, please coordinate with UniFAST Billing Staff assigned to your institution.

Thank you.

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

CHED Commissioners

Form 2

Republic of the Philippines
(Name of State / Local University or College)
(Address of State/ Local University or College)

FREE HIGHER EDUCATION BILLING DETAILS

Free HE Billing Details Reference Number: XX - XXXXXX - 2018 - X - X
Date: _____

TUITION AND OTHER SCHOOL FEES (Based on Section 7, Rule II of the IRR of RA 10931)

Sequence Number	Student Number	Learner's Reference Number	Last Name	Given Name	Middle Name	Degree Program	Year Level	Sex at Birth	E-mail address	Phone Number	Laboratory Units / subject	Computer Lab Units/Subject	Academic Units Enrolled (credit and non credit courses)	Academic Units of NSTP Enrolled (credit and non-credit courses)	Tuition Fee based on enrolled academic units (credit and non-credit courses)	NSTP Fee based on enrolled academic units (credit and non-credit courses)	Athletic Fees	Computer Fees	Cultural Fees	Development Fees	Entrance/Admission Fees*	Guidance Fees	Handbook Fees	Laboratory Fees	Library Fee	Medical and Dental Fees	Registration Fees	School ID Fees	TOTAL TOSF
Page Total																													
Page Accumulated Total																													
OVER-ALL TOTAL - TOSF																													

**Entrance/Admission Fee may be used interchangeably if pertaining to the admission examination of the SUC/LUC only.*

Prepared by:

SUC / LUC Administrative Staff
(Print Name and Signature)

Certified by:

Head, Administrative and Finance Office
(Print Name and Signature)

Certified by:

SUC / LUC Registrar
(Print Name and Signature)

Approved by:

SUC / LUC President
(Print Name and Signature)