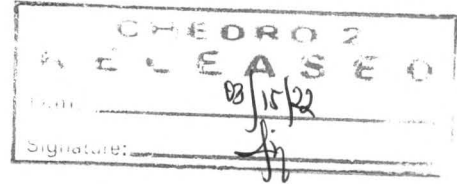




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

REGIONAL MEMORANDUM
No. 085, Series 2022



FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02

SUBJECT : CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE VALIDATION OF CONTINUING TERTIARY EDUCATION SUBSIDY (TES) GRANTEES FOR 2ND SEMESTER, ACADEMIC YEAR 2021-2022

DATE : March 15, 2022

Pursuant to the Memorandum Circular No. 01 Series of 2022 or the Amended Tertiary Education Subsidy (TES) Guidelines of 2022, all HEIs are requested to submit the following documentary requirements for the validation and verification of the Continuing TES student-grantees enrolled in the **Second Semester AY 2021-2022**:

- a. **Student's Certificate of Registration/ Certificate of Enrolment signed by the Registrar (PDF);**
- b. **Annex 2: TES Continuing Form**
 - TES Continuing Form 1
 - TES Continuing Form 2
 - TES Continuing Form 3
- c. **Notarized Registrar's Certification**

Please submit the above-mentioned requirements to CHED Regional Office 2 through courier and send the e-copies at unifastro2@ched.gov.ph **on or before March 25, 2022.**

For your compliance.


ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

Kindly rate the delivery of our services through the link below:

Link: bit.ly/CHEDRO2CSS

Your response shall help us improve our systems and procedures so we can better serve you.

Thank you.

unifast/LMP/031522



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
TES-06-2022

For : **ALL REGIONAL COORDINATORS**
Thru : **ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**
Executive Director IV, CHED

ALL CHED REGIONAL DIRECTORS

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

Subject: **CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE VALIDATION OF CONTINUING TERTIARY EDUCATION SUBSIDY (TES) GRANTEES FOR 2ND SEMESTER, ACADEMIC YEAR 2021-2022**

Date : **14 March 2022**

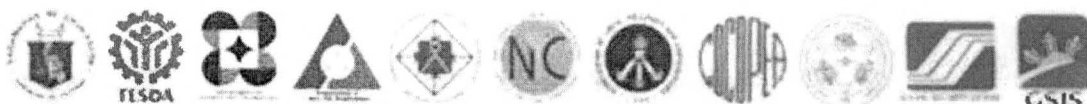
In Republic Act No. 10687, the Unified Student Financial Assistance System for Tertiary Education (UniFAST) is mandated to harmonize the different modalities of student financial assistance programs (StuFAP) of the government for greater efficiency, coherence, synchronization, effective funding, and improved coordination among implementing entities in their specific jurisdiction.

Also included in the mandates of the UniFAST is the administration and implementation of the programs under Republic Act No. 10931 known as the "Universal Access to Quality Tertiary Education Act", such as: a) Free Higher Education for SUCs and LUCs; b) Free Technical Vocational Education and Training (TVET) in State-run Technical Vocational Institutes (STVIs) (*being implemented by TESDA*); c) Tertiary Education Subsidy; and, d) Student Loan Program for Tertiary Education.

Relative to the implementation of the **Tertiary Education Subsidy (TES)** all Higher Education Institutions (HEIs) are enjoined to submit the documentary requirements stipulated in the guidelines of the said program for the 2nd Semester of Academic Year 2021-2022.

For proper validation and verification of the UniFAST Regional Coordinators, HEIs are requested to submit the following forms **until March 31, 2022**:

- **Annex 2: TES Continuing Form**
 - TES Continuing Form 1
 - TES Continuing Form 2
 - TES Continuing Form 3
- **Notarized Registrar's Certification**
- **Certificates of Registration / Certificates of Enrolment (PDF)**



In this regard, the UniFAST Regional Coordinators are hereby requested to immediately disseminate this Memorandum to the concerned HEIs and instructed to expedite the validation and verification process of documentary requirements following the timeline of activities shown below:

Activity	Period	Responsible Office/Person
Opening of TES Portal and Validation	March 14, 2022	UniFAST Secretariat
Deadline of Validation and Verification process • <i>Proceed with the "Validate All" button in the validation portal to validate all remaining grantees with the same status in the 1st semester as certified in the master list submitted.</i> • <i>Removal of Duplicates (this should be done 3 days prior to deadline)</i>	May 31, 2022	UniFAST Regional Coordinators
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	June 1-10, 2022	CHED Regional Offices
Release of Master list of Qualified Grantees under the TES for 2 nd Semester of A.Y. 2020-2021	June 2-17, 2022	UniFAST Secretariat
Processing of Billing and Disbursement of 2 nd semester AY 21-22	June 3-30, 2022	CHED Regional Offices
Monitoring the Disbursement of HEIs	July 1-30, 2022	CHED Regional Offices and UniFAST Secretariat
Submission of Disbursement Report (summary report)	Aug 1-5, 2022	Higher Education Institutions

For your information and appropriate action. Thank you

