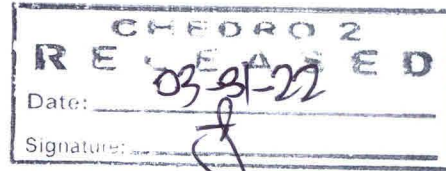




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



**REGIONAL MEMORANDUM
No. 102, 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 TULONG DUNONG PROGRAM (TDP) GRANTEES FOR BOTH 1ST AND 2ND SEMESTER, ACADEMIC YEAR 2021-2022

DATE : March 29, 2022

Pursuant to the Memorandum Circular No. 02 Series of 2022 or Amendments to Memorandum Circular No. 02, Series of 2021 entitled "Guidelines on the Implementation of the Tulong Dunong Program for Academic Year 2020-2021 and onwards", all HEIs are enjoined to submit the following documentary requirements for the validation and verification of the Continuing TDP-TES student-grantees enrolled for the **First and Second Semester AY 2021-2022**:

- a. **Student's Certificate of Registration/ Certificate of Enrolment (CORs/COEs) signed by the Registrar (PDF);**
- b. **Annex 5: TDP Continuing Form**
 - TDP Continuing Form 1: *Consolidated TDP Billing Statement*
 - TDP Continuing Form 2: *Consolidated Continuing TDP Grantees Details*
 - TDP Continuing Form 3: *Consolidated Continuing TDP Grantees Details (list of continuing grantees who are not enrolled/graduated/dropped/transferred)*
 - TDP Continuing Form 4: *Registrar's Certification of the total number of TDP grantees*

Please submit **SEPARATE FORMS for each semester** to CHED Regional Office 2 through courier and send the e-copies at unifastro2@ched.gov.ph on or before **April 15, 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/032922



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
TDP-03-2022

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

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Subject: **CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS
FOR THE VALIDATION OF CONTINUING TULONG DUNONG PROGRAM
(TDP) GRANTEES FOR BOTH 1ST AND 2ND SEMESTER,
ACADEMIC YEAR 2021-2022**

Date : **25 March 2022**

Relative to the implementation of the **Tulong Dunong Program (TDP-TES)** all Higher Education Institutions (HEIs) are enjoined to submit the documentary requirements stipulated in the guidelines of the said program for both 1st and 2nd Semester of Academic Year 2021-2022.

For proper validation and verification of the UniFAST Regional Coordinators, HEIs are requested to submit **SEPARATE** forms for **EACH** semester **until April 15, 2022**:

- **Annex 5: TDP Continuing Form**
 - TDP Continuing Form 1
 - TDP Continuing Form 2
 - TDP Continuing Form 3
 - TDP Continuing Form 4
- **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 UniFAST Portal and Validation	March 25, 2022	UniFAST Secretariat
Deadline of Validation and Verification process <ul style="list-style-type: none"> • <i>Removal of Duplicates (this should be done 3 days prior to deadline)</i> 	June 10, 2022	UniFAST Regional Coordinators
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	June 13-24, 2022	CHED Regional Offices
Release of Master list of Continuing TDP for both semesters of A.Y. 2021-2022	June 14-28, 2022	UniFAST Secretariat
Processing of Billing and Disbursement of both semesters A.Y. 2021-2022	June 15-30, 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

