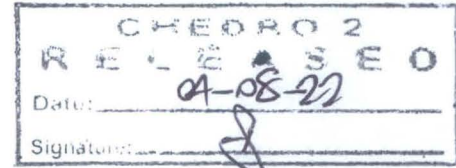




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM
No. 118, Series 2022

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

SUBJECT : REMINDER ON THE DEADLINE OF ACCOMMODATING TERTIARY EDUCATION SUBSIDY (TES) APPEALS FOR THE FIRST SEMESTER OF ACADEMIC YEAR 2021-2022

DATE : April 7, 2022

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)**, reminding the deadline of accommodating appeals of Higher Education Institutions (HEIs) related to TES-1 and TES-2 for the First Semester of AY 2021-2022 on or before **April 29, 2022**.

For your information, guidance and compliance.

ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

Encl.: as stated

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/rdo-15472



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
TES-07-2022

For : **ALL UNIFAST REGIONAL COORDINATORS**

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

ALL CHED REGIONAL DIRECTORS

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

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Digitally signed
by Estevez Ryan
Legisniana
Date: 2022.04.05
16:08:00 +08'00'

Subject: **REMINDER ON THE VERIFICATION AND VALIDATION OF TERTIARY EDUCATION SUBSIDY (TES) APPEALS FOR THE FIRST SEMESTERS OF AY 2021-2022**

Date : **05 April 2022**

In connection with numerous appeals received by the UniFAST Secretariat from Higher Education Institutions (HEIs) and various regions, please be informed that the Secretariat ***will be accommodating appeals relating only to TES-1 and TES-2 received only on or before April 29, 2022 for the 1st semester of AY 2021-2022. Further extension won't be allowed due to budgetary constraints.***

Subsequently, please be informed that with the Memorandum dated March 7, 2022, the UniFAST Secretariat specified the final deadline of validation for TES 1st Semester on March 11, 2022. The UniFAST Secretariat provided an ample window period for HEIs to review the validation results and submit appeals, if any, to the CHED Regional Offices to accommodate and validate issues/appeals, as stipulated under the JMC No. 04, S. 2020 below.

XX. Complaints and Grievances

8.7. *The appeal shall be filed within ten (10) working days from the publication of the list of HEIs with TES student-grantees.*

8.8. *Failure to file an appeal within the period is deemed a waiver of the right to file the same.*

We fervently hope that the ample periods given are sufficient for HEIs and CHEDROs to have reviewed and confirmed the roster of grantees. Given the budgetary constraints, and



the provisions under XX. Complaints and Grievances, Section 8.8. above, appeals on the specified semesters will no longer be accommodated.

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	April 05, 2022	UniFAST Secretariat
Deadline for the Endorsement of TES Appeals <i>(using the attached template and also provide a soft copy of Certificate of Registration/Enrolment and other supporting documents for reviewing the appeals)</i> Validation and Verification process <ul style="list-style-type: none"> • Removal of Duplicates <i>(this should be done 3 days prior to the deadline)</i> 	May 13, 2022	UniFAST Regional Coordinators
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	May 16-18, 2022	CHED Regional Offices
Release of Master list of Qualified Grantees under the TES Appeals 1st semester AY 2021-2022	May 18-20, 2022	UniFAST Secretariat
Processing of Billing and Disbursement TES Appeals 1st semester AY 2021-2022	May 23- June 10, 2022	CHED Regional Offices
Monitoring the Disbursement of HEIs	June 13-24, 2022	CHED Regional Offices and UniFAST Secretariat
Submission of Disbursement Report (summary report)	June 27-30, 2022	Higher Education Institutions

Thank you for your cooperation and immediate compliance.





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



[Date]

ATTY. RYAN L. ESTEVEZ
 OIC, Executive Director IV
 Unified Student Financial Assistance System for Tertiary Education

Attention: **TDP Focal Person of the School of Grantee**

Subject: **TDP Appeal**

Dear **Atty. ESTEVEZ**:

We are endorsing the request of [Name of School] regarding their [number of grantees] Tulong Dunong Program grantee(s) appealing for consideration with the following details:

<u>No.</u>	<u>Name/s of TDP grantee/s</u>	<u>TDP Award Number</u>	<u>Academic Year</u>	<u>Semester</u>	<u>Appeal Remarks</u>

Sincerely yours,

[NAME OF ENDORSEE]

[Designation]

[Regional Office]





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



[Date]

ATTY. RYAN L. ESTEVEZ

OIC, Executive Director IV

Unified Student Financial Assistance System for Tertiary Education

Attention: **TES Focal Person of the School of Grantee**

Subject: **TES Appeal**

Dear **Atty. Estevez**:

We are endorsing the request of [Name of School] regarding their [number of grantees] Tertiary Education Subsidy grantee(s) appealing for consideration with the following details:

<u>No.</u>	<u>Name/s of TES Grantee/s</u>	<u>TES Award Number</u>	<u>Academic Year</u>	<u>Semester</u>	<u>Appeal Remarks</u>

Sincerely yours,

[NAME OF ENDORSEE]

[Designation]

[Regional Office]

IMPORTANT: Please attach to this letter copies of the Certificate of Registration/ Certificate of Enrolment in the concerned semester and other appropriate supporting documents of the grantees.

