



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

REGIONAL MEMORANDUM
No. 131, Series 2022

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

SUBJECT : PROCESS GUIDE ON THE REQUEST OF LOGIN CREDENTIALS IN THE HIGHER EDUCATION INSTITUTION (HEI) PORTAL

DATE : April 19, 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)**, regarding the process guide and the template relative to the request of login credentials in the HEI portal.

For your information and guidance.

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.

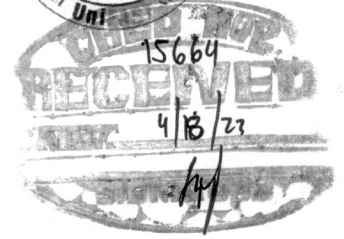
Thank you.

unifast/LMP/rdo-15664



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

**For : ALL STATE UNIVERSITIES AND COLLEGES (SUCs),
 CHED RECOGNIZED LOCAL UNIVERSITIES AND
 COLLEGES (LUCs), AND PRIVATE HIGHER EDUCATION
 INSTITUTIONS (PHEIS)**

**Thru: CHED REGIONAL DIRECTORS
 ALL UNIFAST REGIONAL COORDINATORS**

From : ATTY. RYAN L. ESTEVEZ
 OIC, Office of the Executive Director IV

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 Date: 2022.04.18 13:20:55 +08'00'

**Subject : PROCESS GUIDE ON THE REQUEST OF LOGIN CREDENTIALS IN
 THE HIGHER EDUCATION INSTITUTION (HEI) PORTAL**

Date : 18 April 2022

The Unified Student Financial Assistance System for Tertiary Education (UniFAST) is mandated to reconcile, improve, strengthen, expand, and harmonize all government-funded modalities of Student Financial Assistance Programs (StuFAPs) for tertiary education.

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.

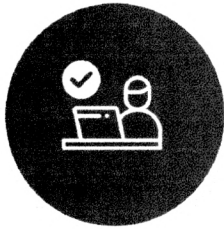
Relative to the effective and efficient implementation of the abovementioned programs, attached herewith are the following:

- **Process guide** on the request for login credentials in the HEI portal
- **Template** on the request for login credentials

The UniFAST Regional Coordinators are enjoined to immediately disseminate this Memorandum to the concerned HEIs upon receipt.

Thank you.





UniFAST Regional Operations

HEI Portal Credential

A checklist for issuance

✓ Memorandum of Agreement



The Higher Education Institution submits a Memorandum of Agreement (MOA) to be signed by the CHED Regional Director, UniFAST Secretariat and CHED Chairperson.

✓ Unique Institutional Identifier



The HEI requests a Unique Institutional Identifier (UII) from the CHED Office of Planning, Research and Knowledge Management (OPRKM). The Higher Education Management Information System (HEMIS) Unit in the CHED Regional Office then adds the HEI details in the UniFAST Registry Portal.

✓ Request Form



The HEI submits an accomplished Portal Credential Request Form to the CHED Regional Office for endorsement to the UniFAST Secretariat.





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[Date]

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

Attention: **UniFAST Regional Coordinators**

Dear **Atty. Estevez**:

In the full implementation of the Tertiary Education Subsidy (TES) Program under the Universal Access to Quality Tertiary Education Act (Republic Act 10931), I am designating _____ as our TES Focal Person:

HEI Name	
HEI Address	
HEI Type (SUC/LUC/Private)	
HEI Contact Number of HEI	
HEI Email Address	
Full Name of TES Focal Person	
Position of TES Focal Person	
Focal Email Address	
Focal Contact Number	

We would like to **request for our institutional USERNAME and PASSWORD** in order to access the Tertiary Education Subsidy Online Portal.

For any question, please contact the designated TES Focal Person of our institution.

Sincerely yours,

[NAME OF HEI HEAD]
 [Designation]
 [Name of HEI]

