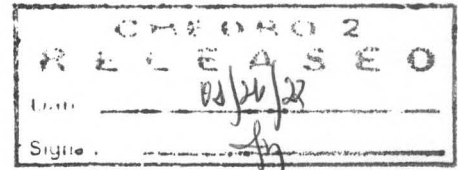




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION  
Region 02

REGIONAL MEMORANDUM  
No. 139, Series 2022



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

SUBJECT : SUBMISSION OF LEAVE OF ABSENCE OF TES AND TDP-TES  
GRANTEES FOR AY 2021-2022

DATE : April 22, 2022

As prescribed by the Section 3, par. B.1 of the amended Tertiary Education Subsidy (TES) guidelines and Section 7, par. 12.4 of the amended Tulong Dunong Program-Tertiary Education Subsidy (TDP-TES) guidelines, one of the grounds for termination of grants funded under the TES and TDP-TES programs is the failure to enroll for one (1) academic term without Leave of Absence (LOA).

In view of the foregoing provisions, all partner Higher Education Institutions (HEIs) are hereby requested to advise their TES and TDP-TES grantees who were not able to enroll during the **First Semester of Academic Year 2021-2022** or during the **Second Semester of Academic Year 2021-2022** to execute their respective LOA in order for them to be eligible for the subsequent academic term.

Furthermore, partner HEIs are requested to endorse their grantees' respective LOA on or before **May 13, 2022** through email at [unifastro2@ched.gov.ph](mailto:unifastro2@ched.gov.ph).

Attached is the template of the endorsement and the request for LOA for reference.

For strict compliance.

Digitally signed by  
Marco Cicero F.  
Domingo  
Date: 2022.04.25  
17:40:03 +08'00'

**ATTY. MARCO CICERO F. DOMINGO**  
OIC, Director IV

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/AMM-042222

[DATE]

**ATTY. MARCO CICERO F. DOMINGO**

OIC-Director IV

Commission on Higher Education

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan

ATTENTION: **LEAH SANDRA M. PEREZ**

PTS III, Lead Regional Coordinator, UniFAST

This is to inform your office that the request of [Name of Grantee], a student of [Name of HEI] and a grantee under the [Tertiary Education Subsidy (TES) Program/Tulong Dunong Program-Tertiary Education Subsidy (TDP-TES) Program] of UniFAST to request for a leave of absence has been: (check applicable box)

**Approved**

**Disapproved**

The leave of absence will start on AY \_\_\_\_\_, Term \_\_\_\_\_ to AY \_\_\_\_\_, Term \_\_\_\_\_. This covers \_\_\_\_\_ regular academic term/s, and is equivalent to \_\_\_\_\_ months. The leave is due to:

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For your information and reference.

Very truly yours,

\_\_\_\_\_  
TES Focal Person

Noted by:

\_\_\_\_\_  
President

**TULONG DUNONG PROGRAM-TERTIARY  
EDUCATION SUBSIDY (TDP-TES) PROGRAM**

**REQUEST FOR LEAVE OF ABSENCE**

**NAME OF TES GRANTEE:** \_\_\_\_\_ **TES AWARD NO:** \_\_\_\_\_  
**NAME OF INSTITUTION:** \_\_\_\_\_

**COURSE/PROGRAM:** \_\_\_\_\_ **YEAR LEVEL:** \_\_\_\_\_  
**ACADEMIC YEAR:** \_\_\_\_\_ **TERM:** \_\_\_\_\_

I would like to request for a Leave of Absence starting AY \_\_\_\_\_, Term \_\_\_\_\_ to AY \_\_\_\_\_, Term \_\_\_\_\_. This covers \_\_\_\_\_ regular academic term/s, and is equivalent to \_\_\_\_\_ months. The leave is due to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Furthermore, I am aware that as provided for in the Memorandum Circular No. 02 series of 2022, Section 7, par. 12.4 states that, students who fail to enroll in one (1) academic term with no leave of absence (LOA) is a ground to be ineligible to TES.

*(Attach proof supporting leave of absence if necessary)*

\_\_\_\_\_  
Name and Signature of the Grantee and Date Signed

TERTIARY EDUCATION SUBSIDY (TES) PROGRAM

REQUEST FOR LEAVE OF ABSENCE

NAME OF TES GRANTEE: \_\_\_\_\_ TES AWARD NO: \_\_\_\_\_  
NAME OF INSTITUTION: \_\_\_\_\_

COURSE/PROGRAM: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_  
ACADEMIC YEAR: \_\_\_\_\_ TERM: \_\_\_\_\_

I would like to request for a Leave of Absence starting AY \_\_\_\_\_, Term \_\_\_\_\_  
to AY \_\_\_\_\_, Term \_\_\_\_\_. This covers \_\_\_\_\_  
regular academic term/s, and is equivalent to \_\_\_\_\_ months. The leave is due to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Furthermore, I am aware that as provided for in the Memorandum Circular No. 01 series of 2022, Section 3, par. B.1 states that, students who fail to enroll in one (1) academic term with no leave of absence (LOA) is a ground to be ineligible to TES.

*(Attach proof supporting leave of absence if necessary)*

\_\_\_\_\_  
Name and Signature of the Grantee and Date Signed