



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

REGIONAL MEMORANDUM
No. 269, Series 2022

Date	09/20/22
Signature	

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 1ST SEMESTER, ACADEMIC YEAR 2022-2023

DATE : September 20, 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 **First Semester AY 2022-2023**:

- Annex 2: Continuing TES Form 2** or the Consolidated Continuing TES Grantees who are **ENROLLED** for the 1st Semester AY 2022-2023 ;
- Annex 2: Continuing TES Form 3** or the Consolidated Continuing TES Grantees who are **NOT INCLUDED** in **TES Continuing Form 2** (not enrolled/dropped/waived/on LOA/transferee/graduated) ;
- Certificate of Registration (COR) / Certificate of Enrolment (COE)** for the 1st Semester AY 2022-2023 signed by the Registrar (PDF copies); and
- Assessment** (applicable for Private HEIs) for the 1st Semester AY 2022-2023 signed by the Registrar (PDF copies)

Additional requirements if applicable are the **Certificate of Residency** or any valid **government-issued ID** for PNSL grantee transferred to another PNSL HEI and a **Copy of Leave of Absence (LOA) approved by HEI** for non-enrollment during the 1st Semester AY 2022-2023.

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 **October 3, 2022** to fast track the validation and verification process following the attached timeline of activities.

For your immediate compliance.


Digitally signed by Marco
Cicero F. Domingo
Date: 2022.09.20 09:59:22
+08'00'
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/rdo-18426

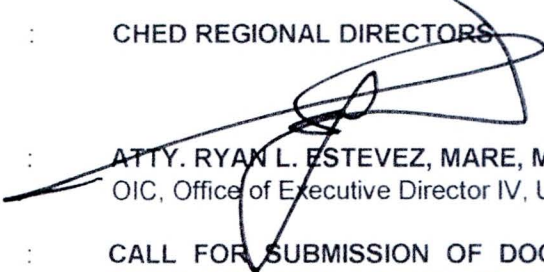


Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

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-10-2022

For : ALL UNIFAST REGIONAL COORDINATORS
Thru : CHED REGIONAL DIRECTORS
From :  **ATTY. RYAN L. ESTEVEZ, MARE, MPP**
OIC, Office of Executive Director IV, UniFAST Secretariat
Subject : **CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR VALIDATION AND VERIFICATION PROCESS OF CONTINUING TERTIARY EDUCATION SUBSIDY (TES) GRANTEES FOR THE FIRST SEMESTER OF ACADEMIC YEAR 2022-2023**
Date : **15 September 2022**



Relative to the implementation of the Tertiary Education Subsidy (TES) stipulated in the MC No.01 s.2022 Amended TES guidelines, all Higher Education Institutions (HEIs) are enjoined to comply and submit the documentary requirements for the 1st Semester of Academic Year 2022-2023 **on or before October 7, 2022** for proper validation and verification of the UniFAST Regional Coordinators:

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

Additional Requirements (if applicable)

- Certificate of Residency or any valid government-issued ID (PNSL grantee transferred to another PNSL HEI)
- Copy of Leave of Absence (LOA) approved by the HEI (for non-enrollment during the 1st Semester)

Furthermore to ensure that the processing of disbursement of Tertiary Education Subsidy (TES) grants for continuing grantees for the 1st Semester of Academic Year 2022-2023, the UniFAST Regional Coordinators are hereby directed to facilitate and finish the validation and verification process of documentary requirements following the timeline of activities shown below:



Activity	Period	Responsible Office/Person
Opening of TES Portal	September 19 2022	UniFAST Secretariat
Deadline of Validation and Verification process • Removal of Duplicates (this should be done 3 days prior to deadline)	October 21, 2022	UniFAST Regional Coordinators
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	October 24-28, 2022	CHED Regional Offices
Release of Masterlist of TES Continuing Grantees Semester of 1 st sem of A.Y. 2022-2023	Nov 3-9, 2022	UniFAST Secretariat.
Last week of request for NCA 1 st sem AY 2022-2023	Nov. 10-15, 2022	CHED regional offices
Billing and Disbursement	Nov 21- Dec 29, 2022	CHED Regional Offices

The TES Validation Portal will be closed after the aforementioned deadline. Thereafter, the CHED Regional Offices will proceed with the billings and disbursements process for HEIs.

For your reference and guidance. Thank you.



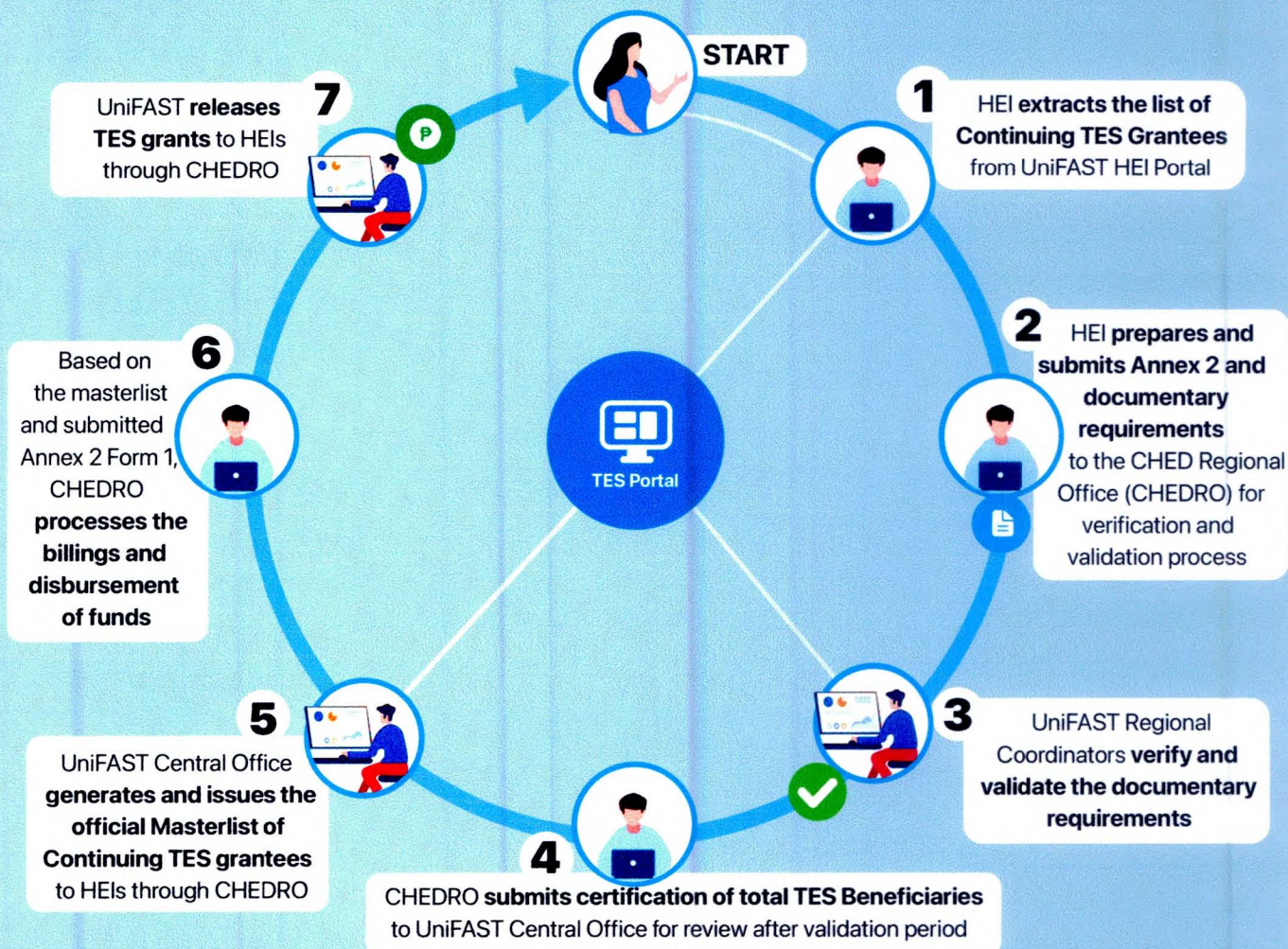
For information: please see attached file Process flow of TES Continuing grantees and Documentary Requirements








TES PROCESS FLOW

FOR CONTINUING GRANTEEES



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**TES**

VALIDATION DOCUMENTS

For HEIs with Continuing Grantees

**1****Annex 2: Continuing TES Form 1, 2 & 3****2****Notarized Registrar's Certification****3****Certificates of Enrolment/ Registration**

ADDITIONAL REQUIREMENTS *(if applicable)*

**Certificate of Residency or any valid government-issued ID**
*(*PNSL grantee transferred to another PNSL HEI)***Copy of Leave of Absence (LOA) approved by the HEI**
*(for non-enrollment during the 1st Semester)***PNSL - Private HEIs in cities/municipalities with No SUC or LUC*

**All partner HEIs must submit complete documents
to CHEDRO on or before **Friday, October 7, 2022****

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INELIGIBILITY

FOR CONTINUING TES GRANTEES

-  Failure to enroll for one (1) academic term with no leave of absence
-  Failure to enroll for at least two (2) academic terms within an academic year
-  Suspended by their HEI for one (1) academic term or more
-  Expelled from their HEI
-  Failure to qualify under the admission and retention requirements of their HEI, as certified by the HEI
-  Failure to complete their bachelor's degree or comparable undergraduate degree a year after the period prescribed in their program
-  For continuing grantees under the concluding Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGP-PA), those who transfer to HEIs other than SUCs
-  Applicants who submitted falsified documents

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