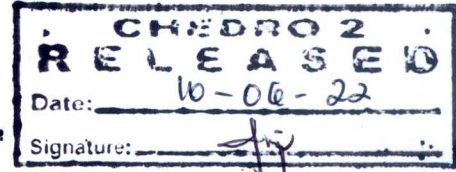




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Region 02



REGIONAL MEMORANDUM
No. 282, 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-TES) GRANTEES FOR 1ST SEMESTER, ACADEMIC YEAR 2022-2023

DATE : October 5, 2022

Relative to the Implementation of the Tulong Dunong Program (TDP-TES), all HEIs are requested to submit the following documentary requirements for the validation and verification of the Continuing TDP-TES student-grantees enrolled in the **First Semester AY 2022-2023**:

- a. **Annex 5: Continuing TDP Form 2** or the Consolidated Continuing TDP Grantees who are **ENROLLED** for the 1st Semester AY 2022-2023 ;
- b. **Annex 5: Continuing TDP Form 3** or the Consolidated Continuing TDP Grantees who are **NOT INCLUDED in TES Continuing Form 2** (not enrolled/ dropped/ waived/ on LOA/ transferee/ graduated) ; and
- c. **Certificate of Registration (COR) / Certificate of Enrolment (COE)** for the 1st Semester AY 2022-2023 signed by the Registrar (PDF copies)

Additional requirements if applicable is 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 14, 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: 2022.10.06 10:40:26 +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.

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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-11-2022

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 TULONG DUNONG PROGRAM (TDP-TES) GRANTEES FOR THE FIRST SEMESTER OF ACADEMIC YEAR 2022-2023**

Date : **3 October 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 the 1st Semester of Academic Year 2022-2023 to the UniFAST Regional Coordinators for proper validation and verification.

In line with this, HEIs are requested to submit forms the following forms until October 14, 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
 - *Additional Requirements* (if applicable)
 - 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 Tulong Dunong Program (TDP-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 TDP Portal	September 27, 2022	UniFAST Secretariat
Deadline of Validation and Verification process <ul style="list-style-type: none"> • Removal of Duplicates (this should be done 3 days prior to deadline) 	October 31, 2022	UniFAST Regional Coordinators
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	November 3-11, 2022	CHED Regional Offices
Release of Masterlist of TDP Continuing Grantees Semester of 1 st sem of A.Y. 2022-2023	Nov 4-16, 2022	UniFAST Secretariat.
Last week of request for NCA 1 st sem AY 2022-2023	Nov. 17-23, 2022	CHED regional offices
Billing and Disbursement	Nov 21- Dec 29, 2022	CHED Regional Offices

In this regard, the UniFAST Regional Coordinators are hereby requested to immediately disseminate this Memorandum to the concerned HEIs and instructed to expedite the submission of documentary requirements following the timeline of activities shown above.

The TDP 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.

