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

CHEDRO 2
RELEASED
Date: 10-13-22
Signature:

REGIONAL MEMORANDUM
No. 293, Series 2022

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

SUBJECT : **ADJUSTED TIMELINE OF THE VALIDATION PROCESS OF NEW TULONG DUNONG PROGRAM (TDP) FOR AY 2021-2022**

DATE : **October 12, 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 approved re-opening and extending of the validation process of the Tulong Dunong Program under the Tertiary Education Subsidy (TDP-TES) for the AY 2021-2022.

For your information and appropriate action.

Digitally signed by Marco Cicero F. Domingo
Date: 2022.10.13 16:36:39 +08'00'

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-18857

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-12-2022

18857
RECEIVED
DATE: 10-12-22
SIGNATURE

For : **ALL UNIFAST REGIONAL COORDINATORS**

Thru : **ALL CHED REGIONAL DIRECTORS**

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

Subject: ADJUSTED **TIMELINE OF THE VALIDATION PROCESS OF NEW TULONG DUNONG PROGRAM (TDP) FOR AY 2021-2022**

Date : **05 September 2022**

In view of the request of all the applicants to extend the deadline required in the memorandum issued by the UniFAST OIC Executive Director on September 05, 2022 relative to the implementation of the Tulong Dunong Program (TDP-TES), the UniFAST Secretariat approved the re-opening and extending the validation for Academic Year 2021-2022.

Relatively, the UniFAST Regional Coordinators shall endorse Annex 2 or the Certified List of New TDP Applicants to the respective Higher Education Institutions (HEIs) of the applicants on October 12, 2022 - October 14, 2022.

In line with this, the HEIs are enjoined to notify and facilitate the submission of documentary requirements stipulated in the guidelines of the said program for the 1st Semester of Academic Year 2021-2022.

For proper validation and verification of the UniFAST Regional Coordinators, the Higher Education Institutions (HEIs) are requested to submit the following forms to the CHED UniFAST Regional Office on October 12- 19, 2022:

- Annex 2 Certified List of New TDP Applicants **With attached Annex 1 and Certificate of Indigency of all enrolled applicants*
- Certified Electronically Generated Certificates of Registration/ Certificates of Enrolment (PDF)

Consequently, the UniFAST Regional Coordinators are enjoined to complete and finish the validation and verification process of documentary requirements duly certified and endorsed by the Higher Education Institutions, on or before 21 October 2022.

Activity	Period for New TDP AY 2021-2022	Responsible Office/Person

Endorsement of TDP applicants	September 1 – 30, 2022	UniFAST Secretariat
Uploading of TDP applicants in the portal	September 5 – Oct 11, 2022	UniFAST Secretariat
Opening of UniFAST Portal and Validation	October 3, 2022	UniFAST Regional Coordinators
Deadline of Validation and Verification process *Removal of Duplicates (this should be done 3 days prior to deadline)*		
• **Cluster A:** Region I, II, III, V, VI, VII, VIII, IX, X, XI, XII, NCR, CAR, BARMM A, CARAGA and MIMAROPA	October 28, 2022	UniFAST Regional Coordinators
• **Cluster B:** Region CALABARZON	November 11, 2022	
Notifies qualified applicants through HEIs	• **Cluster A:** Oct 28 - Nov 4, 2022 • **Cluster B:** Nov 11 - Nov 18, 2022	UniFAST Regional Coordinators
Notifies and provides individual Annex 3 or Notice of Award to the TDP applicants	• **Cluster A:** Oct 28 - Nov 4, 2022 • **Cluster B:** Nov 11 - Nov 18, 2022	Higher Education Institutions
Submission of Annex 4 or Certified List of signed NOAs of every qualified applicant under the TDP-TES with Attached Annex 3 all applicants	• **Cluster A:** Oct 29 - Nov 9, 2022 • **Cluster B:** Nov 14 - Nov 18, 2022	TDP Applicants & Higher Education Institutions
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	• **Cluster A:** Oct 28 - Nov 4, 2022 • **Cluster B:** Nov 14 - Nov 18, 2022	CHED Regional Offices
Endorse Master list of TDP A.Y. 2021-2022 to the CHEDRO	• **Cluster A:** Oct 28 - Nov 4, 2022 • **Cluster B:** Nov 14 - Nov 18, 2022	UniFAST Secretariat
Release of Master list of Qualified Grantees under the TDP of AY 21-22 to the HEIs	• **Cluster A:** Oct 28 - Nov 9, 2022 • **Cluster B:** Nov 14 - Nov 18, 2022	CHED Regional Offices
Submission of Annex 7 or the Billing Statements of TDP AY 21-22	• **Cluster A:** Oct 28 - Nov 11, 2022 • **Cluster B:** Nov 15 - Nov 23, 2022	Higher Education Institutions

Processing of Billing and Disbursement TDP AY 21-22	• **Cluster A:** Oct 28 - Nov 4, 2022 • **Cluster B:** Nov 16 - Nov 29, 2022	CHED Regional Offices

For your information and appropriate action.