



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

REGIONAL MEMORANDUM
No. 320, Series 2022

CHEDRO2	
RELEASED	
Date:	11/17/22
Signature:	<i>[Signature]</i>

FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 2

SUBJECT : CALL FOR SUBMISSION OF TES-3B REQUIREMENTS FOR THE ACADEMIC YEAR 2021-2022

DATE : November 17, 2022

Pursuant to the pertinent provisions of UniFAST Memorandum Circular No. 1, s. 2022 (Amended Tertiary Education Subsidy (TES) Guidelines of 2022") on the implementation of TES-3B or the additional allowance for student-grantees who have taken licensure examinations, all partner Higher Education Institutions (HEIs) are requested to submit the following TES-3B requirements for the **Academic Year 2021-2022**:

1. **Annex 3** or the Letter of Intent to Avail TES-3B;
2. **Original Copy of the following required documentary attachments:**
 - a. Professional Regulation Commission application form or examination fees;
 - b. Official Receipt/Acknowledgment Receipt for notarial fees;
 - c. Official Receipt/Acknowledgment Receipt for Review Center fees;
 - d. Official Receipt/Acknowledgment Receipt for insurance premium fees;
 - e. Official Receipt/Acknowledgment Receipt for issuance of Transcript of Records (TOR) and Certificate of Good Moral Character;
 - f. Official Receipt/Acknowledgment Receipt for issuance of PSA, BIR, and NBI documents as needed, which may include all or any of the following: Birth Certificate, Marriage Certificate, Documentary Stamps, NBI Clearance, and the like; and
 - g. Official Receipt/Acknowledgment Receipt of other entities or institutions for expenses necessary to comply with the requirements for licensure examinations.
3. **Annex 2 Form 1** or the Consolidated TES Billing Statement; and
4. **Annex 3 Form 2** or the Consolidated TES Billing Details.

Reimbursement for TES-3B shall not exceed the amount determined by the UniFAST Board, subject to availability of funds and the usual accounting and auditing rules and regulations.

Please endorse the aforementioned requirements to CHED Regional Office 2 on or before **November 24, 2022**.

For your guidance and immediate compliance.

Digitally signed by Marco Cicero
F. Domingo
Date: 2022.11.17 11:15:02 +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.

AMM/19426