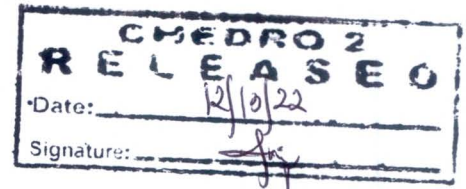




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

REGIONAL MEMORANDUM
No. 338, Series 2022



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

**SUBJECT : TIMELINE OF THE VALIDATION PROCESS OF NEW TULONG
DUNONG PROGRAM (TDP) FOR THE ACADEMIC YEAR 2021-2022
(BATCH 5.1)**

DATE : December 13, 2022

Relative to the attached **Memorandum** from **ATTY. RYAN L. ESTEVEZ, DPA, OIC-Executive Director IV, Unified Student Financial Assistance System for Tertiary Education (UniFAST)**, regarding the timeline of validation process for New Tulong Dunong Program (TDP) applicants (Batch 5.1), all concerned partner Higher Education Institutions (HEIs) are enjoined to submit the following documentary requirements for the Academic Year 2021-2022:

1. **Certificate of Registration (COR) / Certificate of Enrolment (COE)** for the First and Second Semesters of the Academic Year 2021-2022 signed by the Registrar (PDF copies); and
2. **Latest Certificate of Indigency**

Please submit the aforementioned requirements to CHED Regional Office 2 through courier and send its soft copy through email at unifastro2@ched.gov.ph on or before **December 15, 2022**.

Further attached is a copy of the list of New TDP applicants (Batch 5.1) for your reference.

Should there be clarifications or concerns, kindly contact Ms. Leah Sandra M. Perez at mobile number +639657231211 or email her at lspez@ched.gov.ph and Ms. Mariton B. Talosig at mobile number +639366354294 or email her at mtalosig@ched.gov.ph.

For information, reference, and immediate compliance.


Digitally signed by Marco Cicero
F. Domingo
Date: 2022.12.13 13:49:16
+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/19795



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-16-2022

For : **ALL UNIFAST REGIONAL COORDINATORS**

Thru : **ALL CHED REGIONAL DIRECTORS**

From : **ATTY. RYAN L. ESTEVEZ**

OIC, Office of Executive Director IV, UniFAST Secretariat

Subject: **TIMELINE OF THE VALIDATION PROCESS OF NEW TULONG DUNONG PROGRAM (TDP) FOR AY 2021-2022 BATCH 5.1**

Date : **12 December 2022**



Relative to the implementation of the Tulong Dunong Program (TDP-TES), all UniFAST Regional Coordinators shall endorse Annex 2 or the Certified List of New TDP Applicants (TDP batch 5.1) in AY 2021-2022 to the respective Higher Education Institutions (HEIs) of the applicants on December 13-14, 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 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 December 15- 16, 2022:

- Certified Electronically Generated Certificates of Registration/ Certificates of Enrolment (PDF) with Certificate of Indigency

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 16 December 2022.

| Activity | Period for New TDP AY 2021-2022 BATCH 5.1 | Responsible Office/Person |
|---|--|-------------------------------|
| Uploading of New TDP Applicants in the Portal | December 12-13, 2022 | UniFAST Secretariat |
| Opening of UniFAST Portal and Validation | December 13-16, 2022 | UniFAST Regional Coordinators |
| Notifies applicants through HEIs | December 13-14, 2022 | UniFAST Regional Coordinators |



| | | |
|--|-------------------------|--|
| Notifies all TDP applicants and submission of income requirements | December 15-16, 2022 | TDP Applicants & Higher Education Institutions |
| Submission of all documentary (Certificate of Indigency and COR/COE) requirements for the validation of CHEDRO | | TDP Applicants & Higher Education Institutions |
| Submission of Certification of validated grantees, duly certified by the CHED Regional Director for AY 21-22 & certification request for fund transfer for AY 2021-2022 & 1st Sem AY 2022-2023 | December 19, 2022 | CHED Regional Offices |
| Endorse Master list of TDP A.Y. 2021-2022 to the CHEDRO & Processing of Fund Transfer | December 20-22, 2022 | UniFAST Secretariat |
| Obligation period for CHEDRO | December – January 2023 | 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.

