



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

REGIONAL MEMORANDUM
No. 036, Series 2023

CHEDRO 2 RELEASED Date: <u>Feb 08/23</u> Signature: <u>[Signature]</u>

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 2nd SEMESTER, ACADEMIC YEAR 2022-2023

DATE : February 8, 2023


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 **Second Semester AY 2022-2023**:

- Annex 2: Continuing TES Form 2** or the Consolidated Continuing TES Grantees who are **ENROLLED** for the 2nd 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 2nd Semester AY 2022-2023 signed by the Registrar (PDF copies only); and
- Assessment** (applicable for Private HEIs) for the 2nd Semester AY 2022-2023 signed by the Accountant (PDF copies only)

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 2nd Semester AY 2022-2023.

Please submit the above-mentioned requirements to CHED Regional Office 2 through courier and send the e-copies to unifastro2@ched.gov.ph on or before **March 10, 2023** to fast-track the validation and verification process following the attached timeline of activities.

For your immediate compliance.


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-20422



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
TES-1-2023

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 : **TIMELINE OF VALIDATION AND VERIFICATION PROCESS OF CONTINUING TERTIARY EDUCATION SUBSIDY (TES) GRANTEES FOR THE SECOND SEMESTER OF ACADEMIC YEAR 2022-2023**

Date : **6 February 2023**

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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 2nd Semester of Academic Year 2022-2023 **on or before March 10, 2023** 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 2nd 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	February 6, 2023	UniFAST Secretariat
Start of submission of documentary requirements	February 6, 2023	Higher Education Institutions
Deadline of submission of documentary requirements	March 10, 2023	Higher Education Institutions
Deadline of Validation and Verification process • Removal of Duplicates (this should be done 3 days prior to deadline)	April 14, 2023	UniFAST Regional Coordinators
Review of Validation and Verification	April 17 - 21, 2023	UniFAST Secretariat
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	April 24 - 28, 2023	CHED Regional Office
Release of Masterlist of TES Continuing Grantees Semester of 2nd sem of A.Y. 2022-2023	May 1 - 5, 2023	UniFAST Secretariat
Process of billing and disbursement	May 8 - June 9, 2023	CHED Regional Office
Distribution of grants	30 days upon receipt of TES grants	Higher Education Institutions

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 TIMELINE

2nd Semester AY 2022-2023 Continuing TES Grantees

Opening of TES Portal for Validation	February 6, 2023	UniFAST Secretariat
Start of submission of documentary requirements	February 6, 2023	Higher Education Institutions
Deadline of submission of documentary requirements	March 10, 2023	Higher Education Institutions
Deadline of Validation and Verification process • Removal of Duplicates (this should be done 3 days prior to deadline)	April 14, 2023	UniFAST Regional Coordinators
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Distribution of Grants	30 days upon receipt of TES grants	Higher Education Institutions



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TES ADVISORY

2nd Semester AY 2022- 2023 Validation Period for Continuing Grantees

All **continuing TES grantees** are advised to coordinate with the Focal Person of the HEI to ensure correct enrollment status in the preparation of 2nd Semester AY 2022-2023 validation documents to be submitted to the CHED Regional Office.

Please be guided by the following:

1. Process Flow
2. Validation Documents (c/o HEIs)
3. Timeline
4. Ineligibility (grounds for termination of TES grants)



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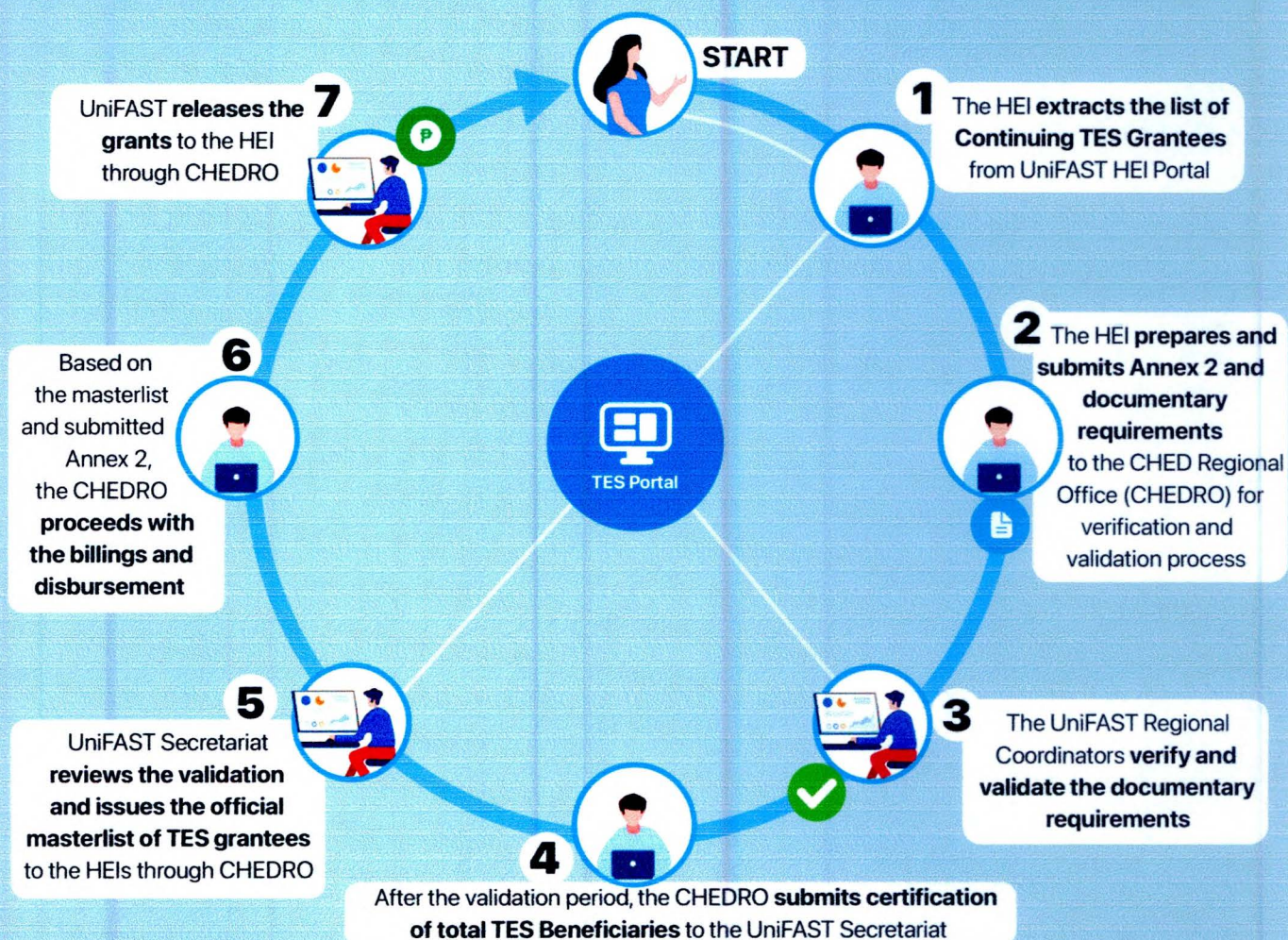


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TES PROCESS FLOW

FOR CONTINUING GRANTEEES



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**TES**

VALIDATION DOCUMENTS

For HEIs with Continuing Grantees

**1****Annex 2: TES Continuing 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)

*All partner HEIs must submit complete documents
to CHEDRO on or before **March 10, 2023***

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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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