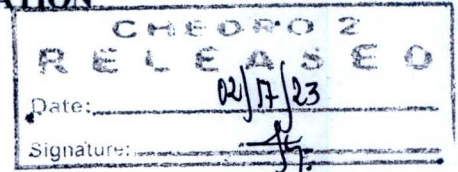




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM
No. 039, Series 2023

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

SUBJECT : OFFICIAL FORMS FOR TERTIARY EDUCATION SUBSIDY 3B (TES 3B)

DATE : February 16, 2023

Relative to the effective and expeditious implementation of the Tertiary Education Subsidy 3B (TES 3B), may we request all our partner Higher Education Institutions to use the following attached official templates:

1. **Annex 3 – Letter of Availment for TES-3B** (to be accomplished and submitted by the TES Grantees); and
2. **Annex 3.1 – TES 3B Form 1 and Form 2** (to be submitted by the Higher Education Institutions to CHED Regional Offices)

The said accomplished templates of TES 3B requirements should be submitted through email at chedro2@ched.gov.ph and the original hard copies to our office on or before **April 14, 2023**.

For your information, guidance and reference.

Digitally signed by Atty.
Marco Cicero F. Domingo
Date: 2023.02.17 07:43:09
#08007

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/AIT/20528

REPUBLIC OF THE PHILIPPINES
(CITY/MUNICIPALITY) S.S.

LETTER OF INTENT TO AVAIL TES-3B

The Regional Director

I, **[NAME]**, a graduate of **[PROGRAM]** of **[COLLEGE/UNIVERSITY]** in **[ACADEMIC YEAR GRADUATED]**, hereby signify my intent to be reimbursed of the following expenses for obtaining my first professional credentials or qualifications through TES-3B:

ITEM EXPENSE	AMOUNT	REMARKS
PRC Examination Fee (for payment of application of examination fee)		
Notary public fee (for notarial fee expenses)		
Review Center fee (payment for review center)		
Insurance company (payment for insurance premium fee)		
HEI, PSA, BIR, NBI or transcript of records, birth and (if applicable) marriage certificates, documentary stamps, NBI clearance and certificate of good moral character		
Other fees (as payment for entities or institutions for the necessary expenses)		
TOTAL		

Attached to this letter are the supporting documents required by Memorandum Circular No. 01 Series of 2022 or the Amended TES Guidelines of 2022.

Signed on the date and at the place indicated below.

(SIGNATURE)
[NAME OF STUDENT]
ID:
Issued on:
Issued at:

SUBSCRIBED AND SWORN before me this _____ at _____, Philippines, who exhibited his/her _____ issued at _____ on _____.

Doc. No. ____
Page No. ____
Book No. ____
Series of ____



Republic of the Philippines
(Name of Higher Education Institution)
(Address of Higher Education Institution)



CONSOLIDATED TES 3B BILLING STATEMENT

TES 3B Billing Statement Reference No.: 2022 - NCR - JRU - 1

Date: _____

To CHED - Regional Office _____			
Address Address of CHED Regional Office _____			
Responsibility Center	CHED - Regional Office _____ Request for payment of the Tertiary Education Subsidy (TES) 3B for year _____ to be charged against the funds for Universal Access to Quality Tertiary Education (UAQTE) under General Appropriation Act (GAA) for Fiscal Year _____, pursuant to Section 23, Rule IV, IRR of R.A. No. 10931.	Account Code	Amount
			PhP
Total number of TES 3b claimants in the Higher Education Institution (HEI): _____			
Total Billing Amount		PhP	
Certified: Supporting documents complete and amount claimed proper.		Approved	
Signature		Signature	
Printed Name		Printed Name	
Position	Head, Accounting/Authorized Representative	Position	President/Authorized Representative
Date		Date	

INSTRUCTIONS:

The TES 3B statement reference number shall comprise of the YEAR OF EXAMINATION (4-digit), REGIONAL CODE (2-digit), HEI CODE (alpha codes), BATCH (1-digit).

The description and codes are provided below:

"Year of Examination" - the year when the student took the examination

Regional Codes

Region	Code	Region	Code	Region	Code
Region 1	01	Region 7	07	NCR	NCR
Region 2	02	Region 8	08	CARAGA	CARAGA
Region 3	03	Region 9	09	BARMM A	15A
Region 4A	04	Region 10	10	BARMM B	15B
Region 5	05	Region 11	11	CAR	CAR
Region 6	06	Region 12	12	MIMAROPA	MIMAROPA

"HEI Code" shall be the Acronym used by the HEI for its institution.

"Batch" - refers to the number of times the HEI bills the CHED

e.g. 2022 - NCR - JRU - 1

