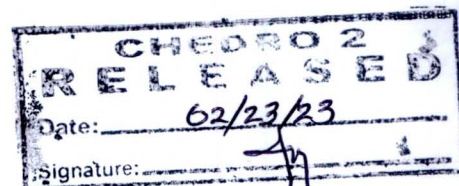




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM
No. 047, Series 2023

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

SUBJECT : DEADLINE OF SUBMISSION AND COMPLIANCE OF TULONG DUNONG PROGRAM – TERTIARY EDUCATION SUBSIDY (TDP-TES) LIQUIDATION REPORTS FOR THE ACADEMIC YEAR 2020-2021 AND THE FIRST SEMESTER OF THE ACADEMIC YEAR 2021-2022

DATE : February 23, 2023

Attached is a copy of a **Memorandum** from **ATTY. RYAN L. ESTEVEZ, DPA, OIC-Executive Director IV, Unified Student Financial Assistance System for Tertiary Education (UniFAST)**, regarding the extension of the submission and compliance of **Tulong Dunong Program – Tertiary Education Subsidy (TDP-TES) Liquidation Reports** for the **Academic Year 2020-2021** and the **First Semester of the Academic Year 2021-2022** on or before **March 24, 2023**.

Partner Higher Education Institutions (HEIs) **that have not completely submitted their liquidation reports** are enjoined to accomplish and submit the following forms to this office on or before the aforementioned deadline:

1. Fund Utilization Report (FUR) duly certified by the Accountant and/or Vice President for Finance, duly verified by the internal/external Auditor and approved by the President/Head (Annex 8);
2. Report of Checks Issued with supporting documents for ASC, signed by Disbursing Officer, approved by the Finance Officer or Authorized Official (Annex 9);
3. Official receipts and other pertinent documents to substantiate the use of ASC;
4. General Payroll duly signed by the recipients of TES-TDP (Annex 10);
5. If disbursed through alternative modes, RCI for TES-TDP, signed by the Cashier if released through check (see Annex 9); payroll register, if released through the bank; or transaction receipt, if released through other alternative modes; and
6. Photocopy of Identification Card of the student with a specimen signature, or in case of submission of a certificate of non-issuance of ID by the HEI, a copy of the same certification, and any government-issued ID with specimen signature.

The submission of the foregoing documentary requirements will ensure the continuous, efficient and timely release of TDP-TES grant to the beneficiaries.

Further, partner HEIs are advised that failure to submit the required liquidation reports can cause the withholding of subsequent TDP-TES funds as provided under Section 7.2 of the UniFAST Memorandum Circular No. 1, s. 2022.

For information, reference and immediate compliance.


Digitally signed by Atty.
Marco Cicero F. Domingo
Date: 2023.02.23 14:45:46
+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/AMM/20686



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-02-2023

For : **UNIFAST REGIONAL COORDINATORS**

Thru : **CHED REGIONAL DIRECTORS**

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

Subject: **DEADLINE OF SUBMISSION AND COMPLIANCE OF TDP LIQUIDATION REPORTS FOR AY 2020-2021 – 1ST SEMESTER AY 2021-2022**

Date : **22 February 2023**

In view of Section 6 of the Memorandum Circular No. 02, s. 2022 which indicates the liquidation of funds transferred to SUCs, CHED-Recognized LUCs and Private HEIs, provides that TDP funds shall only be released to the HEIs upon submission of the liquidation report. ***The UniFAST Secretariat approved the extension of the submission and compliance of Liquidation Reports sternly until March 24, 2023, Friday.***

In line with this, the HEIs are enjoined to submit the following forms for AY 2020-2021 and 1st Sem AY 2021-2022, to the CHED Regional Offices:

- a. *Fund Utilization Report (FUR) duly certified by the Accountant and/or Vice President for Finance, duly verified by the internal/external Auditor and approved by the President/Head (Annex 8);*
- b. *Report of Checks Issued with supporting documents for ASC, signed by Disbursing Officer, approved by the Finance Officer or Authorized Official (Annex 9);*
- c. *Official receipts and other pertinent documents to substantiate the use of ASC; d. General Payroll duly signed by the recipients of TES-TDP (Annex 10);*
- e. *If disbursed through alternative modes, RCI for TES-TDP, signed by the Cashier if released through check (see Annex 9); payroll register, if released through the bank; or transaction receipt, if released through other alternative modes.*
- f. *Photocopy of Identification Card of the student with a specimen signature, or in case of submission of a certificate of non-issuance of ID by the HEI, a copy of the same certification, and any government-issued ID with specimen signature.*

To ensure continuous, efficient and timely release of TDP funds, the UniFAST Secretariat is humbly requesting all concerned HEIs to fast track the submission of their TDP liquidation documents. Please note that extensions on the submission of liquidation report delays the processing and disbursement of the TDP grants to the students.





Thereafter, the UniFAST Regional Coordinators are hereby directed to facilitate the verification process of the liquidation reports and update the attached TDP Liquidation Tracker.

The UniFAST Regional Coordinators are requested to disseminate this memorandum to the concerned HEIs.

For your guidance and strict compliance. Thank you.