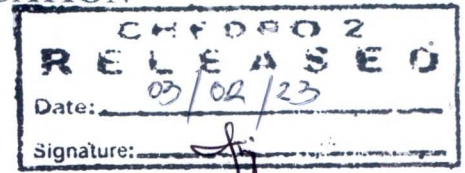




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

REGIONAL MEMORANDUM
No. 050, Series 2023



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

SUBJECT : TIMELINE OF VALIDATION AND VERIFICATION PROCESS OF TULONG DUNONG PROGRAM (TDP) GRANTEES FOR THE SECOND SEMESTER OF THE ACADEMIC YEAR 2022-2023

DATE : March 1, 2023

Relative to the Implementation of the Tulong Dunong Program (TDP-TES), all HEIs are enjoined to submit the following documentary requirements for the validation and verification of the Continuing TDP-TES student-grantees enrolled in the **Second Semester AY 2022-2023**:

- Annex 5: Continuing TDP Form 2** or the Consolidated Continuing TES Grantees who are **ENROLLED** for the 2nd Semester AY 2022-2023;
- Annex 5: Continuing TDP 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, is a **Copy of Leave of Absence (LOA)** approved by the 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 electronic copies to unifastro2@ched.gov.ph on or before **March 24, 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

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-20754



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
TDP-03-2023

For : **UNIFAST REGIONAL COORDINATORS**

Thru : **CHED REGIONAL DIRECTORS**

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by Estevez Ryan
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Date: 2023.02.28
13:56:22 +08'00'

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

Subject: **TIMELINE OF VALIDATION AND VERIFICATION PROCESS OF TULONG DUNONG PROGRAM (TDP) GRANTEES FOR THE SECOND SEMESTER OF ACADEMIC YEAR 2022-2023 (TDP CONTINUING 3 & TDP NEW 3.1)**

Date : **28 February 2023**

Relative to the implementation of the Tulong Dunong Program (TDP-TES) all Higher Education Institutions (HEIs) are enjoined to submit the documentary requirements stipulated in the guidelines of the said program for the 2nd Semester of Academic Year 2022-2023 to the UniFAST Regional Coordinators for proper validation and verification.

In line with this, HEIs are requested to submit the following forms until March 24, 2022:

- Annex 5: TDP Continuing Form (Forms 1-4)
- Certificates of Registration / Certificates of Enrolment

**Additional Requirements* (if applicable)*

o 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 Tulong Dunong Program (TDP-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 TDP Portal September 27, 2022 UniFAST Secretariat	March 1, 2023	UniFAST Secretariat
Start of submission of documentary requirements	March 1, 2023	Higher Education Institutions



Deadline of submission of documentary requirements	March 24, 2023	Higher Education Institutions
Deadline of Validation and Verification process • Removal of Duplicates (this should be done 3 days prior to deadline)	April 21, 2023	UniFAST Regional Coordinators
Review of Validation and Verification	April 24-26	UniFAST Secretariat
Submission of Certification of validated grantees, duly certified by the CHED Regional Director *Separate Certification for TDP 3, and TDP 3.1	April 27- May 5, 2023	UniFAST Regional Coordinators
Release of Masterlist of TDP Continuing Grantees Semester of 1st sem of A.Y 2022-2023	April 28 -May 10, 2023	UniFAST Secretariat
Process of Billing and Disbursement *TDP Continuing (Batch 3) - SARO 2023 *TDP New (Batch 3.1) - for request of fund transfer from CO	May 1- Jun 16, 2023	UniFAST Regional Coordinators
Distribution of grants	Must be disbursed within 30 days upon receipt of TDP grants	Higher Education Institutions

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.