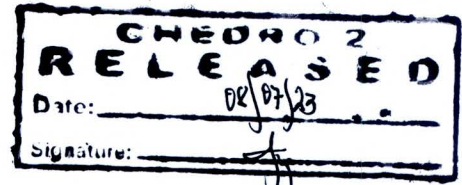




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM
No. 228, Series 2023

FOR : ALL PRESIDENTS AND OFFICERS-IN-CHARGE
Private Higher Education Institutions (excluding PNSL HEIs)

SUBJECT : CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR
THE VALIDATION OF APPLICANTS OF PRIVATE HIGHER
EDUCATION INSTITUTIONS (PHEIs) EXCLUDING PNSL HEIs FOR
THE 2ND SEMESTER OF ACADEMIC YEAR 2022-2023

DATE : August 07, 2023

Attached is a copy of the **Memorandum TES-08-2023** from **ATTY. RYAN L. ESTEVEZ, OIC-Executive Director IV, Unified Student Financial Assistance System for Tertiary Education (UniFAST)**, regarding the submission of the documentary requirements for validation and verification of TES applicants qualified under the latest Listahanan for the 2nd Semester of AY 2022-2023 until August 16, 2023.

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: <http://bit.ly/CHEDRO2CSM>

Your response shall help us improve our systems and procedures so we can better serve you.

Thank you.

UniFAST/RDT/rdo-23418



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

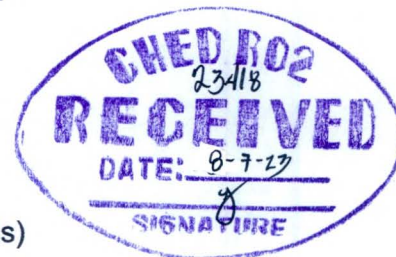
Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave., Diliman, Quezon City
 Email: unifastsecretariat@ched.gov.ph



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
 TES-08-2023

For : **CHED REGIONAL DIRECTORS**
ALL REGIONAL COORDINATORS

ALL PRESIDENTS AND OFFICERS-IN-CHARGE
 Private Higher Education Institutions (excluding PNSL HEIs)



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

Subject: **CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE VALIDATION OF APPLICANTS OF PRIVATE HIGHER EDUCATION INSTITUTIONS (PHEIs) EXCLUDING PNSL HEIs FOR THE 2ND SEMESTER OF ACADEMIC YEAR 2022-2023**

Date : **3 Aug 2023**

Pursuant to MC no. 5 series of 2023 attached herewith is the list Private Higher Education Institutions excluding PNSL HEIs, that are **enjoined to submit the following documentary requirements for 2nd semester Academic Year 2022-2023 until August 16, 2023.**

- Annex 5: TES New Form 1 and 2
- Notarized Registrar's Certification
- **2nd semester of Academic Year 2022-2023** Certificates of Registration / Certificates of Enrolment (PDF)

In this regard the UniFAST Regional Coordinators are hereby requested to immediately disseminate this memorandum to the concerned HEIs and instructed to expedite the validation and verification process of documentary requirements following the timeline of activities show below:

Activity	Period	Responsible Office/Person
<u>Endorsed List of Applicants to PHEIs</u>	Aug 3-4, 2023	UniFAST Regional Coordinators
Opening of TES Portal	Aug 4, 2023	UniFAST Secretariat
Submission of documentary requirements to CHEDROs	August 4-16, 2023	Private HEIs



Deadline of submission of documentary requirements	Aug 16, 2023	Private HEIs
Deadline of Validation and Verification process <ul style="list-style-type: none"> • Removal of Duplicates(this should be done 3 days prior to deadline) 	Sept 15, 2023	UniFAST Regional Coordinators
Review of Validated Applicants	Sept 18-20, 2023	UniFAST Secretariat
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	Sept 19-22, 2023	UniFAST Regional Coordinators
Release of Masterlist of New TES Grantees for 2nd semester of Academic Year 2022-2023	Sept 20 -27, 2023	UniFAST Secretariat
Billing and disbursement	Sept 21 - Oct 31, 2023	UniFAST Regional Coordinators

Please be reminded of the 30-Day Release Rule upon receipt of grants.

Thank you for your cooperation and immediate compliance.





MEMORANDUM CIRCULAR NO. 5
Series of 2023

TO : COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL AND REGIONAL OFFICES
STATE UNIVERSITIES AND COLLEGES (SUCs)
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUCs)
PRIVATE HIGHER EDUCATION INSTITUTIONS (Private HEIs)
OTHER CONCERNED STAKEHOLDERS

SUBJECT: TERTIARY EDUCATION SUBSIDY (TES) SLOTS FOR FISCAL YEAR 2023

Pursuant to Section 7 of Republic Act 10931 mandating that the UniFAST Board shall administer the TES and Section 24 of the Implementing Rules and Regulations (IRR) of Republic Act 10931 that states that the amount of subsidy of the TES shall be based on the guidelines set forth by the UniFAST Board and on the annual budgetary appropriations for this purpose, and consistent with UniFAST Board Resolution Nos. 028, Series of 2023, "*Approving the Allocation of Fifty Percent (50%) of the Remaining Universal Access to Quality Tertiary Education (UAQTE) Funds under Fiscal Year (FY) 2022 to Tertiary Education Subsidy (TES) Grantees in Private Higher Education Institutions, excluding Private Higher Education Institutions in Cities or Municipalities without State Universities and Colleges and Local Universities and Colleges (PNLSL), in Academic Year (AY) 2022-2023*" and UniFAST Board Resolution Nos. 029, Series of 2023, "*Approving the Allocation of Tertiary Education Subsidy (TES) Funds under Universal Access to Quality Tertiary Education (UAQTE) for Fiscal Year (FY) 2023 and Related Allocation Policies*", the following guidelines is hereby issued to properly implement the Tertiary Education Subsidy (TES) program for fiscal year 2023 onwards, unless otherwise revoked or amended by the UniFAST Board:

SECTION 1. ALLOCATION OF FIFTY PERCENT (50%) AVAILABLE UAQTEA FY 2022 CONTINUING FUNDS FOR TES IN PRIVATE HEIs EXCLUDING PNSL, FOR FY 2023.

Consistent with the proposal of the Coordinating Council of Private Educational Associations of the Philippines (COCOPEA) dated 26 June 2023 and as agreed upon in the 42nd Regular UniFAST Board Meeting and in the 9th UniFAST Special Board Meeting, the other fifty percent (50%) equivalent to *four hundred thirty million, sixteen thousand, one hundred seventy nine pesos and seventeen centavos (Php430, 016, 179.17)* out of the *eight hundred sixty million, thirty-two thousand, three hundred fifty eight pesos and thirty-five centavos (Php860,032,358.35)* available Continuing FY 2022 UAQTEA funds, is hereby allocated to open new TES slots of Academic Year 2022-2023 for students in Private Higher Education Institutions (PHEIs) *excluding* students in Private Higher Education Institutions in cities or municipalities without State Universities and Colleges and Local Universities and Colleges (PNLSLs).

- a. Student applicants in Academic Year 2021-2022 from Private Higher Education Institutions (PHEIs) *excluding* students in Private Higher Education Institutions in cities or municipalities without State Universities and Colleges and Local Universities and Colleges (PNLSLs) shall be prioritized by the UniFAST Secretariat using the latest Listahanan ranked according to per capita household income.
- b. Qualified students shall be validated using school documents in the 2nd Semester of AY 2022-2023 and shall receive twenty thousand pesos (PhP20,000.00) for the second semester of AY 2022-2023 to cover the full or partial cost of Tuition and Other School Fees (TOSF).



- c. Thereafter, qualified grantees shall be considered as Continuing Grantees, subject to validation, for the 1st semester of AY 2023-2024 onwards, and shall receive a subsidy rate amount of twenty thousand pesos (Php20,000.00) per academic year or ten thousand pesos (Php10,000.00) per semester, to cover the full or partial cost of tuition and other school fees (TOSF).
- d. Administrative support cost (ASC) remains at 1%.

SECTION 2. ALLOCATION OF TES SLOTS UNDER THE 2023 UAQTEA FUNDS.

Consistent with the proposal of the Coordinating Council of Private Educational Associations of the Philippines (COCOPEA) and as agreed upon in the 9th UniFAST Special Board Meeting, the TES slots under the 2023 UAQTEA funds shall be allocated as follows:

- a. Qualified student applicants in AY 2021-2022 from Private Higher Education Institutions (HEIs) in cities or municipalities without SUCs or LUCs (PNSL), shall receive forty thousand pesos (Php40,000.00) for the second semester of AY 2022-2023 to cover their full or partial payables for tuition and other school fees (TOSF) from their respective HEIs.
- b. For this purpose, the UniFAST Secretariat shall prioritize the applicants from Private Higher Education Institutions (HEIs) in cities or municipalities without SUCs or LUCs (PNSL), uploaded in the TES portal in AY 2021-2022.
- c. Qualified students shall be validated using school documents in the 2nd semester of AY 2022-2023 and a certificate of residency, as required under the rules.
- d. Thereafter, qualified grantees shall be considered as Continuing Grantees, subject to validation, for the 1st semester of AY 2023-2024 onwards, and shall receive a subsidy rate amount of twenty thousand pesos (Php20,000.00) per academic year or ten thousand pesos (Php10,000.00) per semester, to cover the full or partial cost of tuition and other school fees (TOSF).
- e. In case the TOSF is lower than ten thousand pesos (Php10,000.00) per semester, the difference shall be given to the student.
- f. Administrative support cost (ASC) remains at 1%.

SECTION 3. NEW TES SLOTS FOR 1ST SEMESTER ACADEMIC YEAR 2023-2024. Due to limited available funds, new TES slots for the 1st semester of AY 2023-2024 shall be allocated as follows:

- a. New TES slots for 1st semester AY 2023-2024 shall be divided equally between students from private HEIs, including PNSLs and public HEIs (SUCs and LUCs).
- b. For the available funds, student applicants shall be ranked by the UniFAST Secretariat using the latest Listahanan ranked according to per capita household income.
- c. For private HEIs, qualified new grantees shall receive a subsidy of twenty thousand pesos (Php20,000.00) per academic year or ten thousand pesos



(Php10,000.00) per semester to cover the full or partial cost of Tuition and Other School Fees (TOSF). In case the TOSF per semester is lower than ten thousand pesos (PhP10,000.00), the difference shall be given to the student. The Administrative Support Cost (ASC) remains at 1%.

- d. For public HEIs, qualified new grantees shall receive a subsidy of twenty thousand pesos (Php20,000.00) per academic year or ten thousand pesos (Php10,000.00) per semester for education related expenses. The Administrative Support Cost (ASC) remains at 1%.
- e. For both private and public HEIs, qualified new TES Grantees who are Persons With Disabilities (PWDs) - TES-3A shall receive an additional subsidy of ten thousand pesos (Php10,000.00) per academic year or five thousand pesos (PhP 5,000.00) per semester.

SECTION 4. CONTINUING TES GRANTEES FOR 2ND SEMESTER AY 2022-2023.

- a. Continuing TES grantees in private HEIs, including PNSL, in 2nd Semester of AY 2022-2023 shall receive the same amount of subsidy, specifically, sixty thousand pesos (Php60,000.00) per academic year or thirty thousand pesos (Php30,000.00) per semester, until they graduate. Maximum Residency Rule (MRR) shall strictly apply.
- b. Continuing TES grantees in public HEIs in 2nd Semester of AY 2022-2023 shall receive the same amount of subsidy, specifically, forty thousand pesos (Php40,000.00) per academic year or twenty thousand pesos (Php20,000.00) per semester, until they graduate. Maximum Residency Rule (MRR) shall strictly apply.
- c. Continuing PWD TES grantees in both public and private HEIs in 2nd Semester of AY 2022-2023 shall receive the same amount of additional subsidy, specifically: thirty thousand pesos (Php30,000.00) per academic year or fifteen thousand pesos (Php15,000.00) per semester, until they graduate.

SECTION 5. TES 3-B. ONE-TIME MAXIMUM REIMBURSEMENT FOR LICENSURE EXAMINATIONS. For both private and public HEIs, qualified TES graduates in Academic Year 2022-2023 onwards, in courses requiring licensure examinations - TES-3B shall receive a maximum one-time reimbursement of eight thousand pesos (PhP8,000.00) to cover the full or partial cost of taking the said licensure examinations.

SECTION 6. SEPARABILITY CLAUSE. If any part or provision of these guidelines is declared void, unconstitutional or invalid, by operation of law or rules and regulations, the other parts or provisions hereof not affected shall continue to be in full force and effect.

SECTION 7. REPEALING CLAUSE. All other existing issuances, memorandum circulars, orders, and memoranda that are contrary to or inconsistent with any of the provisions of this Memorandum Circular shall be deemed repealed or modified accordingly.



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



SECTION 8. EFFECTIVITY. This memorandum shall take effect immediately.

Approved by the UniFAST Board through UniFAST Board Resolution Nos. 2023-028 and 2023-029, issued in its 9th UniFAST Special Board Meeting on July 28, 2023.

Signed this 31st day of July 2023 in Quezon City.

UniFAST Board

J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education
and the UniFAST Board

Attested by:

ATTY. RYAN L. ESTEVEZ, DPA
OIC, Office of the Executive Director IV
UniFAST Secretariat

Annex 5 - TES New Form 3

INSERT HEI LETTERHEAD

Republic of the Philippines
(Name of the HEI)
(Address of the HEI)

Date: _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the total number of New TES grantees by campus as shown below, are qualified to avail of the Tertiary Education Subsidy (TES) program under R.A. No. 10931 also known as Universal Access to Quality Tertiary Education (UAQTE) for the *(1st or 2nd semester)* of Academic Year _____,

Name of Campus	Number of TES Grantees	Number of TES Grantees with TES3-a	Total
Campus A			
Campus B			
<i>(Insert more rows for additional Campus)</i>			
Total			

This further certifies that the students' information indicated in the Annex 5 - TES New Form 2 is accurate and complete.

This certification is being issued in accordance with the CHED-UniFAST Memorandum Circular No. 01 Series of 2022, Amended Tertiary Education Subsidy (TES) Guidelines of 2022.

Certified by:

Signature over Printed Name of the School Registrar

Approved by:

Signature over Printed Name of the President of the HEIs

(must be notarized)



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

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Email: unifastsecretariat@ched.gov.ph



Office of the Chairman
RECEIVED

JUL 17 2023

By: *[Signature]*

Time / Ref. No.: *[Signature]*

MEMORANDUM CIRCULAR NO. 3
Series of 2023

TO : COMMISSION ON HIGHER EDUCATION (CHED)
CENTRAL AND REGIONAL OFFICES
STATE UNIVERSITIES AND COLLEGES (SUCs)
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUCs)
PRIVATE HIGHER EDUCATION INSTITUTIONS (PRIVATE HEIs)

SUBJECT: GUIDELINES ON THE USE OF ADMINISTRATIVE SUPPORT COST (ASC)
UNDER THE TERTIARY EDUCATION SUBSIDY (TES) AND TULONG
DUNONG PROGRAM (TDP)

RATIONALE

These Guidelines are issued to clarify the use of administrative support cost (ASC) under the Tertiary Education Subsidy (TES) and Tulong Dunong Program (TDP) with the aim of ensuring the correct use of ASC thereby minimizing the amount of ASC funds returned to CHED and attaining the highest levels of allocative efficiency.

SECTION 1. LEGAL BASIS

The granting of ASC to HEIs is based on XIII.1. of the UniFAST-CHED-DBM Joint Memorandum Circular No. 04, series of 2020 or the "Enhanced Guidelines on the Tertiary Education Subsidy (TES) Program" and on Section 10 of UniFAST Memorandum Circular No. 02, s. 2021 as amended by UniFAST Memorandum Circular No. 05, s. 2021 and UniFAST Memorandum Circular No. 02, s. 2022.

SECTION 2. GENERAL PRINCIPLES

1. **30-Day Release Rule.** All HEIs must release all funds to grantees for the payment of TES-1, TES-2, TES-3a and TES-3b or TDP grants within 30 days from receipt thereof as evidenced by a certification of release of funds, certified by the HEI's disbursement officer or cashier or accountant and attested by the school president or head of HEI. Failure to release will result to the holding of the release of ASC due the HEI in the following semester until such time that the liquidation documents have been submitted. Notice of such holding will be given to the HEI prior to said act.

All HEIs are required to issue schedule of release of TES and TDP grants copy furnished the CHED Regional Offices. HEIs shall update in the TES and TDP Billing System the date of release of said grants to the grantees.

2. **Isolation of Non-Compliant Students.** In order to fast-track the release of TES and TDP to HEIs, CHEDROs shall hold the release of payment to students of the HEIs who have not yet complied with the liquidation requirements stated in Section 7 of UniFAST Memorandum Circular No. 01 series of 2022 or the Amended TES Guidelines until such time that these students have complied with the liquidation requirements but not later than 30-days upon notice to said students copy furnished the CHEDROs. HEIs will subsequently bill CHEDROs for compliant students. Non-compliance after such period shall be construed as waiver of the aforementioned student to receive the grant and shall be delisted as beneficiary of TES or TDP.

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- 3. Relevance of Expense Charged Against ASC.** All expenses charged to the ASC must be consistent with the purposes mentioned in XIII.1. of UniFAST-CHED-DBM JMC No. 04, series of 2020 or the “Enhanced Guidelines on the Tertiary Education Subsidy (TES) Program” and in Section 10 of UniFAST MC No. 02, s. 2021 as amended by UniFAST Memorandum Circular No. 05, s. 2021 and UniFAST Memorandum Circular No. 02, s. 2022.

The ASC from TES must be strictly used for allowable expenses related to TES while the ASC from TDP must be strictly used for allowable expenses related to TDP.

- 4. Honoraria for Resource Person.** The granting of honoraria for resource person related to TDP and TES activities must be consistent with DBM Budget Circular No. 2007-01¹.
- 5. Office Supplies Expenses.** Consistent with COA Circular No. 2013-002, dated January 30, 2013, office supplies include bond paper, ink, and small tangible items like staple wire remover, puncher, stapler and other similar items.
- 6. Gas expenses.** Gas expenses may be reimbursed for TES and/or TDP related activities of HEIs Focal.
- 7. Daily Travel Expenses (DTE).** The granting of DTEs of focal persons for TDP and TES related-activities must be consistent with Executive Order No. 77, series of 2019.
- 8. Communications Expenses.** Only the communications expenses of focal persons and personnel directly in charge of the implementation of TES or TDP may be charged from the ASC.
- 9. Semi-Expendable Property.** Consistent with Section 23 General Provisions, “Semi-Expendable Property”, Volume I-B, page 790 of the General Appropriations Act (GAA) of Fiscal Year 2022 and COA Circular No. 2022-004 dated May 31, 2022, the ASC may be used for the purchase of semi-expendable property, which are tangible items below Fifty Thousand Pesos (PhP 50,000).

SECTION 3. ALLOWABLE AND PROHIBITED EXPENSES²

The following table summarizes expenses that may be and may not be charged from the ASC.

USE OF ASC	ALLOWED	PROHIBITED
Hiring of personnel for the	Payment of monthly salaries	• Honoraria for

¹ Section 4.2, DBM Budget Circular No. 2007-01

Minimum Honoraria. For a group of fifty (50) seminar/workshop/training participants, the minimum honoraria rates shall be two (2) times the resource person’s hourly rate based on his/her monthly salary at 22 work days per month, and 8 work hours per day.

Maximum honoraria. Such honoraria may be raised further but not exceeding the maximum honoraria rate of two (2) times the hourly rate for a position of Professor VI, step 1 of SG-29, depending on the difficulty and complexity of the subject matter, the professional qualifications of the lecturers, resource persons, coordinators and facilitators, and the position levels of the participants. Furthermore, the honoraria to be paid shall correspond to the number of actual lecture/training hours plus equal number of hours for preparation.

Honoraria Adjustment. The total honoraria may be proportionately increased depending on the number of seminar/workshop/training participants in excess of fifty (50) participants.

² In accordance with the Revised COA Chart of Accounts and related DBM issuances, see previous footnotes.



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USE OF ASC	ALLOWED	PROHIBITED
implementation of TES or TDP	or wages, including hazard and gratuity pay as may be specified in the employment contract	employees <ul style="list-style-type: none"> • Overtime pay • 13th and 14th month pay for government employees • Honoraria paid to student assistants
Conduct of activities related to TES or TDP, including: Seminars, Meetings, Trainings, Student Orientations, Consultations, Mentoring Programs, and General Assemblies	<ul style="list-style-type: none"> • Token for the resource speaker, guests, and attendees • Office supplies and materials • Event set-up including venue rental packages • Transportation of participants • Rent of Sound System • Honoraria for resource persons • Meals 	<ul style="list-style-type: none"> • Honoraria for guests other than resource persons
Daily Travel Expenses consistent with E.O. 77 series of 2019	<ul style="list-style-type: none"> • Meals • Hotel accommodation or lodging, including the prescribed taxes and service charges • Incidental expenses • Reasonable miscellaneous expenses at the place of assignment. • Taxi or Transportation Network Vehicle Services (TNVS) fare not exceeding PhP 300 • Bus fare • Boat fare • Plane fare • Jeepney fare • Van fare • Tricycle fare • Gas expense 	All daily travel expenses other than those stated in the previous column.
Supplies and Materials exclusive for the implementation of TES and TDP	<ul style="list-style-type: none"> • Other office supplies and materials 	Unrelated supplies such as: <ul style="list-style-type: none"> • Janitorial supplies • Maintenance



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USE OF ASC	ALLOWED	PROHIBITED
		supplies <ul style="list-style-type: none"> • Construction materials
Communication expense for TES or TDP focal persons and personnel	<ul style="list-style-type: none"> • Local prepaid cell phone cards, maximum of PhP 300 per person per month • Internet cards, maximum of PhP 300 per person per month • Postage and courier expense 	<ul style="list-style-type: none"> • Landline bill • Mobile phone unit exceeding the limit for semi-expendables and for non-TES and TDP focal persons or personnel • Postpaid phone bill • Internet subscription
Semi-expandable Property (not exceeding PhP 50,000.00 per unit)	ICT-related equipment and accessories <ul style="list-style-type: none"> • Monitor • Laptops • Computer parts such as internal hardware • Computer peripherals such as keyboard, mouse, headphones, cable wires, flash drive, external hard drive, wifi repeater, router, access point Office equipment and accessories: <ul style="list-style-type: none"> • Projector • Photocopier • Ring binding machine • Heavy duty paper cutters • Shredder • Extension wire • Universal power supply • Camera 	



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USE OF ASC	ALLOWED	PROHIBITED
	<ul style="list-style-type: none"> • Recorder • Sound system such as speaker, microphone, and mixer Furniture, fixtures, and other equipment <ul style="list-style-type: none"> • Office chairs • Monoblocks / gang chairs • Filing cabinet • Drawer 	
Other expenses	<ul style="list-style-type: none"> • Bank charges • Remittance fees for release to students of TES or TDP • Notarization of documents related to TES or TDP implementation, such as but not limited to the following: <ul style="list-style-type: none"> ○ TES Sharing Agreement ○ MOA between CHED-UniFAST-HEI (done only once) • Check booklets payment 	<ul style="list-style-type: none"> • Electrical supplies • Air conditioner • Pantry supplies and utensils • Curtains • Pillows • Utility bills such as bills for water and electricity • Pest-control supplies • Repair and maintenance of facilities and equipment including materials • Other expenses not relevant to the implementation of TES or TDP

SECTION 4. DOCUMENTARY REQUIREMENTS

In the liquidation of expenses charged against the ASC, the certified true copies, originally signed by the person certifying, of the following must be submitted to the CHED Regional Offices within 90 days after the end of the 2nd semester of the academic calendar³, or 90 days from receipt of funds if the HEIs received funds beyond the 2nd Semester.

³In accordance with Section 7 of UniFAST Memorandum Circular No. 01, series of 2022 (Amended TES Guidelines) and Subsection 9.3 of UniFAST Memorandum Circular No. 02, series of 2021 as amended by UniFAST Memorandum Circular No. 02, series of 2022.



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SECTION 5. SEPARABILITY CLAUSE

If, for any reason, any provision of this Circular is declared unconstitutional, or contrary to law or superseded by any other laws, DBM or COA issuances, all the other parts or provisions hereof which are not affected shall continue to be in full force and effect. Any DBM or COA issuances issued after the issuance of these guidelines shall be timely transmitted by the UniFAST Secretariat through the CHEDROs together with the required forms, if there are any.

SECTION 6. EFFECTIVITY CLAUSE

These guidelines shall take effect immediately and shall apply prospectively.

Approved by the UniFAST Board through UniFAST Board Resolution No. 2023-019 issued in its 42nd Regular Meeting on July 5, 2023

Signed this 14th day of July 2023.

UniFAST Board

J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education
and the UniFAST Board

Attested by:

ATTY. RYAN L. ESTEVEZ
Officer-In-Charge, Office of the Executive Director IV
UniFAST Secretariat



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

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USE OF ASC	Documentary Requirements
Hiring of Personnel for the implementation of TES or TDP	1. Disbursement Voucher/Acknowledgment Receipt (for private HEIs); 2. Notarized Contract w/ detailed job description for TES or TDP; and, 3. Payroll.
Conduct of activities related to TES or TDP, including Seminars, Meetings, Trainings, Student Orientations, Consultations, Mentoring Programs, and General Assemblies	1. Authority to conduct activity; 2. Disbursement Voucher/Acknowledgment Receipt (for private HEIs); 3. Official Receipts of expenses incurred during the activity; 4. Attendance Sheets; and, 5. Minutes of the Meeting / Program of the activity.
Daily Travel Expenses (DTE)	1. Authority to Travel; 2. Certificate of Appearance; 3. Travel Itinerary; 4. Official Receipt of necessary expenses; 5. Disbursement Voucher/Acknowledgment Receipt (for private HEIs); 6. Reimbursement Expense Receipt (RER) for travel expenses without receipts / invoices; 7. Invitation, memo, letter for the activity; and, 8. Certificate of travel completed (as needed).
Supplies and Materials used only in relation to the implementation of TES and TDP	1. Disbursement Voucher/Acknowledgment Receipt (for private HEIs); 2. Official Receipt; and, 3. Purchase Order.
Communication expense for TES or TDP focal persons and personnel	1. Disbursement Voucher/Acknowledgment Receipt (for private HEIs); 2. Official Receipt; 3. Purchase Order; and, 4. List of personnel authorized for communication expenses.
Semi-expendable Property	1. Disbursement Voucher/ Acknowledgment Receipt (for private HEIs); 2. Purchase Order; and, 3. Official Receipt.
Other expenses	1. Official receipt or other proof of said expenses