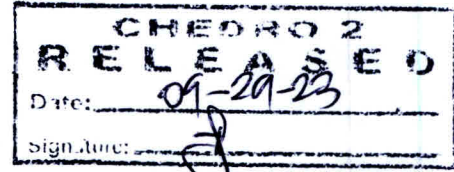




COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE II

REGIONAL MEMORANDUM

No. 298, Series 2023



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

SUBJECT : CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE VALIDATION OF 2ND BATCH OF APPLICANTS IN PRIVATE HIGHER EDUCATION INSTITUTIONS (EXCEPT PNSL) FOR THE SECOND SEMESTER OF THE ACADEMIC YEAR 2022-2023

DATE : September 29, 2023

In accordance with the attached **Memorandum TES-10-2023** from **ATTY. RYAN L. ESTEVEZ, OIC-Executive Director IV, Unified Student Financial Assistance System for Tertiary Education (UniFAST)**, all concerned private Higher Education Institutions (HEIs) are enjoined to submit the following documentary requirements for the validation of the 2nd Batch of TES applicants for Second Semester of the Academic Year 2022-2023:

1. Annex 5: TES New Form 1 and 2;
2. Certificates of Registration for the 2nd Semester of Academic Year 2022-2023; and
3. Certificates of Enrollment and Assessment of Fees for the 2nd Semester of Academic Year 2022-2023.

Please endorse the aforementioned requirements to CHED Regional Office 2 **on or before October 4, 2023**.

Should there be clarifications or concerns, kindly contact Ms. Ana Tordillos of the CHED Regional Office 2 – UniFAST Unit at mobile number +639265242028 or email her at atordillos@ched.gov.ph / unifastro2@ched.gov.ph.

For information, reference and compliance.

Digitally signed by Atty.
Marco Cicero F. Domingo
Date: 2023.09.29 16:06:32
+08'00'

ATTY. MARCO CÍCERO F. DOMINGO
OIC-Director IV

Encl: as stated

Kindly rate the delivery of our services through the link below:

Link: bit.ly/CHEDRO2CSM

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

Thank you.

AMM/24369



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
 TES-10-2023

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

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



From : **ATTY. RYAN L. ESTEVEZ, DPA**
 OIC-Executive Director IV, UniFAST

Subject: **CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE VALIDATION OF 2ND BATCH OF APPLICANTS IN PRIVATE HIGHER EDUCATION INSTITUTIONS (EXCEPT PNSL) FOR THE SECOND SEMESTER OF ACADEMIC YEAR 2022-2023**

Date : **22 September 2023**

In accordance with Memorandum Circular No. 5, Series of 2023, Section 1, which allocates fifty percent (50%) available UAQTEA FY 2022 continuing funds for TES, attached herewith is the list of Private Higher Education Institutions (excluding Private HEIs with no SUCs and LUCs) that are **enjoined to submit the following documentary requirements for 2nd semester Academic Year 2022-2023 until October 6, 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 are 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 Private HEIs</u>	September 28-29, 2023	UniFAST Regional Coordinators
Opening of TES Portal for validation of Regional Coordinators	October 2, 2023	UniFAST Secretariat



