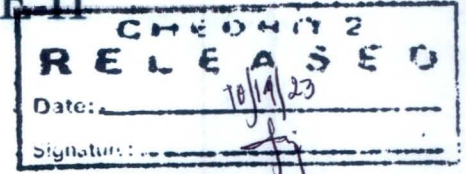




COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE II



**REGIONAL MEMORANDUM
No.320, 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 3RD BATCH OF APPLICANTS IN PRIVATE
HIGHER EDUCATION INSTITUTIONS (EXCEPT PNSL) FOR THE
SECOND SEMESTER OF THE ACADEMIC YEAR 2022-2023**

DATE : October 18, 2023

In accordance with the attached **Memorandum TES-11-2023** 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 3rd 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 25, 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 at atordillos@ched.gov.ph / unifastro2@ched.gov.ph.

For information, reference and compliance.

Digitally signed by Atty.
Marco Cicero F. Domingo
Date: 2023.10.19 14:35:47

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/CHEDRO2CSM

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

Thank you.

AIT/24696



Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
Unified Student Financial Assistance System for Tertiary Education



MEMORANDUM
 TES-11-2023

To : **CHED REGIONAL DIRECTOR/OFFICERS-IN-CHARGE**

UNIFAST REGIONAL COORDINATORS

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



Subject : **CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE VALIDATION OF 3RD BATCH OF APPLICANTS IN PRIVATE HIGHER EDUCATION INSTITUTIONS (EXCEPT PNSL) FOR THE SECOND SEMESTER OF ACADEMIC YEAR 2022-2023**

Date : **18 October 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 25, 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>	October 18, 2023	UniFAST Regional Coordinators
Opening of TES Portal for validation of Regional Coordinators	October 18, 2023	UniFAST Secretariat





Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
Unified Student Financial Assistance System for Tertiary Education



Deadline on submission of documentary requirements	October 25, 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 the deadline) 	November 8, 2023	UniFAST Regional Coordinators
Review of Validated Applicants	November 8, 2023	UniFAST Secretariat
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	November 9, 2023	UniFAST Regional Coordinators
Release of Masterlist of New TES Grantees for 2nd semester of Academic Year 2022-2023	November 9, 2023	UniFAST Secretariat
Deadline of Request of fund transfer for Batch 11.2	November 13, 2023	UniFAST Regional Coordinators
Billing and disbursement	November 15- Dec 15, 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.

