



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

REGIONAL MEMORANDUM
No. 341, Series 2023



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

SUBJECT : CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE VALIDATION OF CONTINUING TERTIARY EDUCATION SUBSIDY (TES) GRANTEES FOR THE 1ST SEMESTER OF ACADEMIC YEAR 2023-2024

DATE : November 8, 2023

In accordance with the attached **Memorandum TES-13-2023** from **ATTY. RYAN L. ESTEVEZ, OIC-Executive Director IV, Unified Student Financial Assistance System for Tertiary Education (UniFAST)**, all Higher Education Institutions (HEIs) are requested to submit the following documentary requirements for the validation of the **Continuing TES grantees Batch 1** for the **First Semester of the Academic Year 2023-2024**:

- a. **Annex 2: Continuing TES Form 2** or the Consolidated Continuing TES Grantees who are **ENROLLED** for the 1st Semester AY 2023-2024;
- b. **Annex 2: Continuing TES 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);
- c. **Certificate of Registration (COR) / Certificate of Enrolment (COE)** for the 1st Semester AY 2023-2024 signed by the Registrar (PDF and hard copies); and
- d. **Assessment** (applicable for Private HEIs) for the 1st Semester AY 2023-2024 signed by the Accountant (PDF and hard copies)

Additional requirements if applicable is a **Copy of Leave of Absence (LOA)** approved by the HEI for non-enrollment during the 1st Semester AY 2023-2024.

Please submit the above-mentioned requirements to CHED Regional Office 2 through courier and send the e-copies to unifastro2@ched.gov.ph on or before **November 15, 2023** to fast-track the validation and verification process following the attached timeline of activities.

For your immediate compliance.

Digitally signed by Atty.
Marco Cicero F. Domingo
Date: 2023.11.08 14:17:04
+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.

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



MEMORANDUM
TES-13-2023

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 CONTINUING TERTIARY EDUCATION SUBSIDY (TES) GRANTEES FOR THE FIRST SEMESTER OF ACADEMIC YEAR 2023-2024 (BATCH 1)

Date : 7 November 2023

The UniFAST Regional Coordinators are hereby directed to facilitate the validation and disbursement process of Continuing Tertiary Education Subsidy (TES) beneficiaries of Republic Act No. 10931 or the Universal Access to Quality Tertiary Education Act (UAQTE) for the 1st Semester Academic 2023-2024.

For proper validation and verification of the UniFAST Regional Coordinators, the Higher Education Institutions (HEIs) are requested to submit the following forms until **November 15, 2023**:

- Annex 2: TES Continuing Form
 - TES Continuing Form 1
 - TES Continuing Form 2
 - TES Continuing Form 3
- Notarized Registrar's Certification
 - Certification of enrolled grantees
 - Certification of graduated grantees (new requirement)
- Certificates of Registration / Certificates of Enrolment (PDF)
- *Additional Requirements* (if applicable)
 - Copy of Leave of Absence (LOA) approved by the HEI

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
Extracts the list of Continuing TES Grantees HEI Portal	November 7, 2023	Higher Education Institutions
Opening of TES Portal for validation of Regional Coordinators	November 7, 2023	UniFAST Secretariat
Deadline on submission of documentary requirements	November 15, 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) 	December 1, 2023	UniFAST Regional Coordinators
Review of Validated Applicants	December 4, 2023	UniFAST Secretariat
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	December 5, 2023	UniFAST Regional Coordinators
Release of Masterlist of Continuing TES Grantees for 1st semester of Academic Year 2023-2024	December 6-7, 2023	UniFAST Secretariat
Process on the billing and disbursement	December 11-29, 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.



Documentary Requirements for Continuing TES Grantees AY 2023-2024



Main Documentary Requirements

1 | Annex 5: TES Continuing Form

- TES Continuing Form 1
- TES Continuing Form 2
- TES Continuing Form 3

2 | Notarized Registrar's Certification

3 | Certificates of Registration/ Certificates of Enrolment *(in PDF format)*

Additional Requirements

- **Copy of Leave of Absence (LOA)**
(approved by the HEI)



Process for Continuing TES Grantees AY 2023-2024



1 | Call for Continuing TES Validation

The UniFAST Central Office issues a call to open validation / and releases a memorandum to CHED Regional Offices and disseminates it to Higher Education Institutions.

UniFAST Secretariat

2 | Extraction of the list of Continuing TES Grantees

The TES Focal of Higher Education Institutions extracts the list of Continuing TES Grantees from the HEI portal.

Higher Education Institution

3 | Submission of Documentary Requirements for Validation and Billing

The HEI submits to CHED Regional Office the Annex 2 Forms, Notarized Certification from the Registrar and Certificate of Registration or Enrollment for the validation and billing process.

Higher Education Institution

4 | Validation and Verification

The CHED Regional Office verifies and validates the documentary requirements submitted by the HEIs

UniFAST Regional Coordinators

5 | Certification of TES Beneficiaries

After the validation period, the CHED Regional Office submits to the UniFAST Secretariat the Certification of Total TES beneficiaries or Annex 4, prepared by the Regional Coordinators, certified by the Chief Education Program Specialist and approved by the CHED Regional Director.

UniFAST Regional Coordinators

6 | Review and Release of Official Masterlist of Continuing TES Grantees

The UniFAST Secretariat reviews the data of the validated and verified grantees to generate the Masterlist of Continuing TES Grantees for the semester. The Masterlist is certified and endorsed to the CHED Regional Office and then to HEIs.

UniFAST Secretariat

7 | Billing and Disbursement

The CHED Regional Office processes the billings using Annex 2 forms 1 and 2 of the continuing TES Grantees and proceeds with the release of TES funds to the HEI.

UniFAST Regional Coordinators

8 | Distribution Schedule

The HEI sets a schedule for distribution and notifies the continuing TES grantees that their subsidy is ready for claiming.

Higher Education Institution