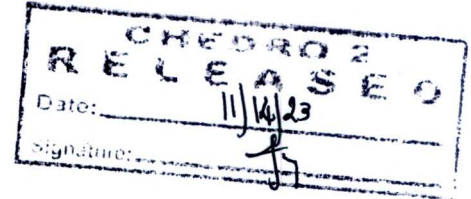




COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE II

REGIONAL MEMORANDUM
No. 346, Series 2023



FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 2

SUBJECT : TIMELINE OF VALIDATION AND VERIFICATION PROCESS OF CONTINUING TULONG DUNONG PROGRAM (TDP) GRANTEES FOR THE 1ST SEMESTER OF ACADEMIC YEAR 2023-2024 (BATCH 3)

DATE : November 10, 2023

Attached is a copy of the **Memorandum TDP-14-2023** 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 TDP grantees Batch 3 for the First Semester of AY 2023-2024:

- a. **Annex 5: Continuing TDP Form 2** or the Consolidated Continuing TDP grantees who are ENROLLED for the 1st Semester of AY 2023-2024;
- b. **Annex 5: Continuing TDP Form 3** or the Consolidated Continuing TDP grantees who are NOT INCLUDED in TDP Continuing Form 2 (not enrolled/dropped/waived/on LOA/transferee/graduated);
- c. **Certificate of Registration (COR) / Certificate of Enrollment (COE)** for the 1st Semester of AY 2023-2024 signed by the Registrar (PDF and hard copies); and
- d. **Assessment of fees** (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 of AY 2023-2024.

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 **November 17, 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: 2023.11.14
14:48:36 +08'00'

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-25043



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
TDP-14-2023

For : **UNIFAST REGIONAL COORDINATORS**
HIGHER EDUCATION INSTITUTIONS FOCAL

Thru : **CHED REGIONAL DIRECTORS**

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

Subject: **TIMELINE OF VALIDATION AND VERIFICATION PROCESS OF CONTINUING TULONG DUNONG PROGRAM (TDP) GRANTEES FOR THE 1st SEMESTER OF ACADEMIC YEAR 2023-2024 (BATCH 3)**

Date : **6 November 2023**



The UniFAST Secretariat is pleased to announce that the validation of Continuing TDP grantees with the required documentary requirements, is now open for 1st Semester of AY 2023-2024.

For proper validation and verification of the UniFAST Regional Coordinators, the Higher Education Institutions (HEIs) are enjoined to notify and facilitate the submission of all documentary requirements stipulated in the guidelines of the said program for continuing TDP grantees to the CHED UniFAST Regional Office:

- Annex 5: TDP Continuing Form (Forms 1-3)
- Notarized Registrar's Certification
- Certificates of Registration / Certificates of Enrolment (in pdf format)

**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-TE) grants for continuing grantees for the 1st Semester of Academic Year 2023-2024, 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 UniFAST Portal for validation of Regional Coordinators	November 6, 2023	UniFAST Secretariat
Submission of documentary requirements and billing forms	November 6-17, 2023	Higher Education Institutions



Deadline Validation and Verification process ● Removal of Duplicates (<i>this should be done 3 days prior to deadline</i>)	November 30, 2023	UniFAST Regional Coordinators
Review of Validation and Verification	December 1, 2023	UniFAST Secretariat
Submission of Certification of validated grantees, duly certified by the Chief Education Program Specialist and approved by the CHED Regional Director	December 4, 2023	UniFAST Regional Coordinators
Release of Masterlist of Continuing TDP Grantees 1st sem of A.Y 2023-2024	December 5-6, 2023	UniFAST Secretariat
Process of Billing and Disbursement based on the submitted billing forms of HEIs	December 7-15, 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, attached herewith is the [Memorandum Circular No. 2 s. 2022 or the Amended Guidelines for the Tulong Dunong Program](#). For any queries or clarifications, you may reach our TDP focal person – *Princess Shaine Abante* through viber number 09150052837.

For your reference and guidance. Thank you.



Documentary Requirements for Continuing TDP Grantees AY 2023-2024



Main Documentary Requirements

1 | Annex 5: TDP Continuing Form

- TDP Continuing Form 1
- TDP Continuing Form 2
- TDP 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)