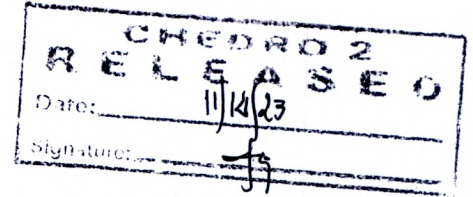




COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE II

REGIONAL MEMORANDUM
No. 347, Series 2023



FOR : PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF CONCERNED PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 2 WITH NEW TDP APPLICANTS

SUBJECT : TIMELINE OF VALIDATION AND VERIFICATION PROCESS OF NEW TULONG DUNONG PROGRAM (TDP) APPLICANTS FOR THE 1ST SEMESTER OF ACADEMIC YEAR 2023-2024 (BATCH 4.1)

DATE : November 10, 2023

Attached is a copy of the **Memorandum TDP-15-2023** 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 1: TDP Application Form;**
- b. **Certificate of Registration (COR) / Certificate of Enrollment (COE)** for the 1st Semester of AY 2023-2024 signed by the Registrar (PDF and hard copies);
- c. **Assessment of fees** (applicable for Private HEIs) for the 1st Semester AY 2023-2024 signed by the Accountant (PDF and hard copies); and
- d. **Certificate of Indigency** of all enrolled applicants for 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 22, 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 14:40:13

ATTY. MARCO C. 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-25044



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



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
 TDP-15-2023

**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 NEW
 TULONG DUNONG PROGRAM (TDP) APPLICANTS FOR THE 1ST
 SEMESTER OF ACADEMIC YEAR 2023-2024 (BATCH 4.1)**

Date : 8 November 2023



For proper validation and verification of New TDP applicants (Batch 4.1) for 1st Semester of AY 2023-2024, the UniFAST Regional Coordinators and 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 new TDP applicants to the CHED UniFAST Regional Office:

- Annex 1 TDP Application Form,
- Certified Certificate of Registration/ Certificate of Enrolment,
- Certificate of Indigency of all enrolled applicants
- Annex 7: New TDP Form (Forms 1-3)
- Notarized Registrar's Certification

For regions that have already received the complete or partial requirements from the UniFAST Secretariat, TDP Focal Partners, and/or TDP applicants, kindly focus your efforts on following up only with those incomplete/incorrect requirements. There is no need to request another set of documents to prevent duplicate submissions and to minimize any inconvenience to the applicants.

Furthermore, to ensure that the processing of disbursement of Tulong Dunong Program (TDP-TEs) grants for qualified new 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 8, 2023	UniFAST Secretariat



Submission of documentary requirements and billing forms of enrolled applicants	November 8-22, 2023	Higher Education Institutions / TDP Focal Partners / TDP Applicants
Deadline of the Validation and Verification process • Removal of Duplicates (<i>this should be done 3 days prior to deadline</i>)	December 6, 2023	UniFAST Regional Coordinators
Review of Validation and Verification	December 7-8, 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 11-12, 2023	UniFAST Regional Coordinators
Release of Masterlist of TDP Grantees (New) 1st sem of A.Y 2023-2024	December 13-14, 2023	UniFAST Secretariat
Process of Billing and Disbursement based on the submitted billing forms of HEIs	December 15-30, 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.