



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

**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**

For : **PRESIDENTS AND OFFICERS-IN-CHARGE OF STATE UNIVERSITIES AND COLLEGES (SUCs)**

Subject : **NOTICE OF CHANGE OF SCHEDULE FOR THE CONDUCT BY UNIFAST OF A WORKSHOP ON –**

- (1) **RECORDS MANAGEMENT AND TRACKING OF BILLING DOCUMENTS OF SUCs FOR THE FREE TUITION 2017; AND**
- (2) **RE-ORIENTATION ON THE BILLING PROCESS CONCERNING FREE TUITION 2017 FOR THE SECOND SEMESTER OF SCHOOL YEAR 2017-2018**

---

Please be advised that in view of the need to comply with procurement requirements, the scheduled Free Tuition 2017 Workshop on 19 January 2018 (Friday) has been rescheduled to **29 January 2017** (Monday) at the same time and venue.

Please still confirm your attendance with Michael G. Geroche or Mara Camille T. Dayao by **Monday, 15 January 2018** at e-mail address [freetuitionbilling@ched.gov.ph](mailto:freetuitionbilling@ched.gov.ph).

Issued this 10<sup>th</sup> day of January 2018 at Quezon City, Philippines.

  
**ATTY. CARMELITA YADAO-SISON, MNSA, Ph.D.**  
OIC Executive Director IV  
Unified Student Financial Assistance System for Tertiary Education

cc: LUISA S. VALENCIA  
Director IV, CHED  
Administrative and Finance Management Service