



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

Ground Floor, Philippine Social Science Council Bldg. Commonwealth Avenue, Diliman Quezon City
Tel No. 9229630 Email. unifastsecretariat@ched.gov.ph



**MEMORANDUM FROM THE OFFICE OF EXECUTIVE DIRECTOR
FHE-01-2018**

To : **ALL Presidents and Officers-in-Charge. Registrars and Accountants
State Universities and Colleges
CHED-Recognized Local Universities and Colleges**

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

Subject : **CLARIFICATION ON ISSUES AND CONCERNS REGARDING BILLING
PROCEDURES FOR FREE HIGHER EDUCATION**

Date : **September 12, 2018**

The UniFAST Secretariat, in the implementation of the Free Higher Education in SUCs and CHED-Recognized LUCs through the Billing Disbursement Mechanism, would like to emphasize that it is the responsibility of ALL SUCs and CHED-Recognized LUCs to adhere to the approved guidelines as well as the instructions provided in the template of the Free Higher Education billing documents (Form 1 – Billing Statement and Form 2 – Billing Details). Based on a number of issues brought to our attention, the following clarifications are hereby issued:

1. For proper identification of your Free Higher Education billings, the following data or process should be properly indicated/adopted:
 - 1.1 Name of your University / College in the header;
 - 1.2 Reference Number of the Free Higher Education billing based on the prescribed labeling guide indicated in the billing template;
 - 1.3 Date when the Free Higher Education billing was prepared;
 - 1.4 SUC / LUC Accountant and SUC / LUC President are the authorized personnel to sign in the Free Higher Education Billing Statement (Form1);
 - 1.5 Authorized personnel should affix their **ORIGINAL signature**. Please use blue ink signing pen to facilitate checking.
2. Learner's Reference Number:
For tracking and policy making purposes, SUCs and CHED-recognized LUCs should ensure that the Learner's Reference Number are indicated in the Free Higher Education Consolidated Billing Details (Form 2). If this information is not available at the time of the billing for the first tranche, these information should be provided on or before the end of the semester.
3. Please indicate the e-mail address or mobile number of the qualified enrolled students in the designated column in the Free HE billing template.
4. Indicate the sub-total sum per page of the billing documents and ensure that the over-all totals are accurate.





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- The degree program should be properly indicated or should follow the labelling per CHED-OPKRM. Example: BS in Accounting Technology. Note: You may refer to the Registry of Institutions and Programs found at the official website of the Commission on Higher Education (CHED) at <https://ched.gov.ph/registry-of-programs/>
- The middle name of the qualified Free HE student beneficiaries should appear both in the Free Higher Education Billing Details and the database of Certificate of Registration (COR) Data Elements.
- Please ensure that the values indicated in the Tuition and Other School Fees (TOSF) on a per unit basis is consistent with the Certification of TOSFs that you have submitted. Any inconsistency may result to disallowances for your university or college on Free Higher Education billings.
- For the copies of the CORs, the UniFAST Secretariat will only require the electronic copies in pdf format. The CHED - Administrative, Finance and Management System (AFMS) and the COA have advised the UniFAST that the pdf copies of the CORs should be arranged exactly in the same way as it appeared in the billing details to facilitate counter-checking of information in the list of students. The total number of qualified enrolled students should tally with the number of pdf files of CORs.
- For Form 2B, specifically on the Admission Fees, the names of those applicants who passed and those applicants who failed should be clearly indicated and both lists should be alphabetically and sequentially arranged.
- The admission documents refer to the application forms manually accomplished with handwritten entries and signed by the applicants. The University / College Admission Officer should certify the list of applicants for the Academic Year 2018-2019.
- For the electronic copies of the CORs and Admission documents, the following labeling guide should be used:

Surname_First Name_ Middle Name or Initial_Billing Reference Number

Example:

Santos_Pedro_Magno_05_BU_2018_1_1

- Billing documents should be placed in GREEN folder(s) which is the color code set by the CHED-AFMS for UniFAST billing documents.

For further clarifications, you may get in touch with the following UniFAST Secretariat personnel:

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The UniFAST Secretariat will appreciate your full cooperation on the above matters to expedite the processing of all billings for FHE and timely payment of sums for Tuition and Other School Fees (TOSF) to SUCs and CHED-Recognized LUCs.

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