



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](mailto:unifastsecretariat@ched.gov.ph)



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

To : **ALL State University / College Presidents**  
**ALL Local University / College Presidents**

From :   
**ATTY. CARMELITA YADAO SISON MNSA, PhD**  
Officer-in-Charge  
UniFAST Secretariat

Subject: **ADVANCE COPY OF THE CONSOLIDATED BILLING TEMPLATES  
FOR FEE HIGHER EDUCATION**

Date : 28 August 2018

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In reference to the smooth implementation of Free Higher Education in SUCs and LUCs, attached herewith are the pertinent consolidated billing templates which are being provided in advance prior to the wide dissemination of the approved Guidelines on Free Higher Education.

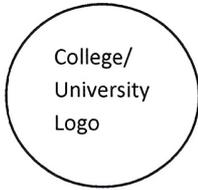
For those SUCs and LUCs who opted to have the billing system in the disbursement mechanism for the implementation of Free Higher Education in their respective institutions, you are hereby advised to refer to the said billing templates so that your focal persons will be able to immediately prepare the needed documents to support your university's / college's billings.

Billings for Free Higher Education, may include billing statement, billing details, pdfs of Certification of Registration (COR), University / College Registrar's certification, pdfs of admission documentations and electronic copies of COR data elements, which will have to be submitted to the UniFAST Secretariat in the soonest time possible.

For those SUCs / LUCs who opted to have the fund transfer scheme for the disbursement mechanism of the Free Higher Education provision of RA 10931 in their respective institutions, you are hereby advised to refer to the said consolidated billing templates as part of the liquidation documents that will have to be submitted to the UniFAST Secretariat in the soonest time possible.

For your information and guidance.

OIC COMM. J. PROSPERO E. DE VERA III, DPA  
Comm. ADAMAT / ALIBIN / DE LAS LLAGAS  
CHEDRO  
CHED-AFMS  
/JOM 08.28.2018



Republic of the Philippines  
Name of College/University  
College/ University Address

Date: \_\_\_\_\_

OFFICE OF THE UNIVERSITY / COLLEGE REGISTRAR

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that \_\_\_\_\_ students are officially enrolled and \_\_\_\_\_ students are qualified to the Free Higher Education provision of RA 10931 also known as Universal Access to Quality Tertiary Education, for the 1<sup>st</sup> / 2<sup>nd</sup> / Summer / Mid-Year Term of AY 2018-2019.

*Please use the table below if the College/University has External Study Center/ Satellite Campuses:*

Name of Campus	Number of Enrolled Students	Number of Qualified Students
Campus A		
Campus B		
Campus C		
<i>(Insert more rows for additional Campus)</i>		
<b>Total</b>		

This further certifies that students' information stated in the Billing details (Form 2) is accurate and complete.

This certification is being issued in compliance to the Guidelines on Free Higher Education issued last August 28, 2018.



Signature over printed name  
Registrar

FORM 1

Republic of the Philippines  
(Name of State / Local University or College)  
(Address of State / Local University or College)

**CONSOLIDATED FREE HE BILLING STATEMENT**

Free HE Billing Statement Reference No.: XX - YYYYYYY - 2018 - X - X

Date: \_\_\_\_\_

<b>To</b>	CHED - Central Office		
<b>Address</b>	Higher Education Development Center Building, C.P. Garcia Ave, UP Campus, Diliman, Quezon City, Metro Manila		
<b>Copy Furnished</b>	Department of Budget and Management		
<b>Responsibility Center</b>	Request for payment of tuition fees and other school fees (TOSF) for the _____ Term AY 2018 - 2019 to be charged against the Higher Education Support Fund for CHED under Republic Act 10964 otherwise known as General Appropriations Act (GAA) 2018, and as per CHED-UniFAST Guidelines for Free HE per attached supporting documents.	Account Code	Amount
	Free HE Budget Ceiling (per UniFAST Policy and Planning Unit, Mbacate)	P	
	Less TOSF Subsidy (Based on actual enrollees)	P	
	Excess (Deficient) Free HE Budget	P	
	Justification for Excess (Deficient) Free HE Budget	Action to be taken (To be approved by AFMS)	
	P	Excess (deficient) billing noted for further action	
	P	Approved for payment	
<b>Certified</b>		<b>Approved</b>	
<input type="checkbox"/> Supporting documents complete and amount claimed proper. Is this the last batch of liquidation for this term of AY 2018-2019? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Signature</b>		<b>Signature</b>	
<b>Printed Name</b>		<b>Printed Name</b>	
<b>Position</b>	Head, Accounting/Authorized Representative	<b>Position</b>	President/Authorized Representative
<b>Date</b>		<b>Date</b>	

**INSTRUCTIONS:**

1. SUCs are allowed a maximum of two (2) tranches of payments per semester.

2. The Free HE statement reference number shall comprise of the REGIONAL CODE (2-digit), SUC CODE (alpha codes), ACADEMIC YEAR (4-digit), TERM (1-digit), LUC CODE (alpha code) ACADEMIC YEAR (4-digit), TERM (1-digit) & BATCH NUMBER (1 digit). Descriptions and codes are provided below:

<b>Regional Codes</b>			
<u>Region</u> <u>Code</u>	<u>Region</u> <u>Code</u>	<u>Region</u> <u>Code</u>	<u>Region</u> <u>Code</u>
Region 1    01	Region 6    06	Region 12    12	
Region 2    02	Region 7    07	NCR    NCR	
Region 3    03	Region 8    08	CARAGA    CARAGA	
Region 4A    04	Region 9    09	ARMM    ARMM	
Region 4B    MIMAROPA	Region 10    10	CAR    CAR	
Region 5    05	Region 11    11		

"SUC Code" shall be the Acronym used by the SUC for their institution.  
 "LUC Code" shall be the Acronym used by the LUC for their institution.  
 e.g. MinSCAT for Mindoro State College of Agriculture and Technology

"Academic Year" will use the year when the AY began (e.g. 2018 for AY 2018-2019).

"Term" refers to the academic year semester or terms:

<u>Term</u>	<u>Code</u>	<u>Term</u>	<u>Code</u>
1st semester	1	3rd semester	3
2nd semester	2	Summer	3

"Batch" refers to the number of times an SUC / LUC liquidates with CHED in a semester.  
**Note that SUCs / LUCs may liquidate with CHED no more than two (2) batches per semester.**

Examples of a billing statement no.  
 The first batch of Free HE statement submitted by MinSCAT in 1st sem AY 2018-2019:  
**MIMAROPA - MinSCAT - 2018 - 1 - 1**  
 The second batch of Free HE statement submitted by Quirino State University in 1st semester of AY 2018 - 2019  
**02 - QSU - 2018 - 1 - 2**

3. Send a printed copy of this completed Free HE Statement Form (Form 1) to CHED Central Office Records Section for proper receiving procedures.  
 Do not send the signed forms to any other office in CHED.





