



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 THE EXECUTIVE DIRECTOR  
FHE-06-2018**

To : **ALL PRESIDENTS AND OFFICERS-IN-CHARGE, REGISTRARS  
AND ACCOUNTANTS  
STATE UNIVERSITIES AND COLLEGES AND CHED-RECOGNIZED  
LOCAL UNIVERSITIES AND COLLEGES**

**DR. TIRSO A. RONQUILLO, President, Philippine Association  
of State Universities and Colleges (PASUC)  
DR. ELENA E. PRESNEDI, OIC President, Association of Local  
Colleges and Universities (ALCU)**

From: **ATTY. CARMELITA YADAO-SISON MNSA, Ph.D.  
Officer-in-Charge, Executive Director IV**

Subject: **URGENT FOLLOW-UP ON FREE HIGHER EDUCATION BILLINGS FOR THE FIRST  
SEMESTER AY 2018-2019**

Date : October 4, 2018

In our communication dated September 26, 2018 (FHE-3-2018) based on (1) the Memorandum dated September 25, 2018 released by OIC Chairperson J. Prospero E. De Vera III, DPA, (2) the Free Higher Education Guidelines approved by the UniFAST Governing Board during its 13<sup>th</sup> regular meeting on July 18, 2018, and (3) the urgent requests of the Philippine Association of State Universities and Colleges (PASUC) and Association of Local Colleges and Universities (ALCU) to expedite the release of payments on the billing documents submitted by the State Universities and Colleges (SUCs) and CHED-Recognized Local Universities and Colleges (LUCs) regarding their Tuition and Other School Fees (TOSF) Subsidy for the First Semester of AY 2018-2019, **ALL SUCs and CHED-Recognized LUCs who were able to submit their simplified billing documents, beating the September 28, 2018 10:00 AM deadline, are urgently reminded to:**

1. Submit simplified billing documents indicated below:

1.1. **Electronic and print-out copy of the Consolidated Free HE Consolidated MStatement (Form 1)** - Consolidated statement (from the main and all external campuses) on the total value of Free HE granted to actual qualified enrolled students duly prepared by the SUC / CHED-recognized LUC Accountant and approved by the SUC / CHED-recognized LUC President (please refer to the attached Annex A – template of Consolidated Report of Free HE and a corresponding sample of accomplished form);





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- 1.2 **Electronic and print-out copy of the Consolidated Free HE Form 2** –Consolidated Free HE Details Summary report and a corresponding sample of accomplished form (please refer to the attached Annex B). This form should be duly certified by the SUC / CHED-recognized LUC Registrar and approved by the SUC / CHED-recognized LUC President or the President's designated authorized representative;
- 1.3 **Electronic and print-out copy of the University / College Registrar's certification (with official dry seal)** stating the number of qualified enrolled students and the number of students who qualified to the Free HE and certifying the correctness and completeness of the details and corresponding matrix summarizing the breakdown of enrolled and / or qualified students being certified.
- 1.4 **Electronic copy of the SUC or CHED-Recognized LUC qualified enrolled students for the 1<sup>st</sup> semester of AY 2018-2019 Certificate of Registration (in pdf format)** with proper labelling as per Memorandum from UniFAST Secretariat's OIC Executive Director with reference number FHE-01-2018 dated September 12, 2018;

There are SUCs / CHED-recognized LUCs that were able to submit full billing prior to the September 25, 2018 Memo of the OIC Chairperson to expedite the Free Higher Education billings. Thus, the amount indicated in the checks prepared for those SUCs/CHED-recognized LUCs were based on the billing statement submitted, duly certified by the SUC /LUC Accountant and approved by the respective SUC/LUC President. To date, **the UniFAST Secretariat has not received the required documents (i.e. Original of Billing Statement, Billing Summary and PDF of CORs). Because of this, the prepared checks could not yet be endorsed for approval and signature of the OIC Chairperson with endorsement of Atty. Cinderella B. Jaro, CHED OIC Executive Director.**

All concerned SUCs/LUCs are hereby enjoined to submit the original signed copies of the documents listed in 1.1 to 1.3 and the pdf of the Certificate of Registrations (CORs) to support the University / College Registrar's certification **on or before October 8, 2018**, so that the checks prepared by CHED-AFMS will be signed and approved by the OIC, Chairperson, and thereafter released to concerned SUCs/LUCs.

2. All other requirements specified in the Guidelines on Free Higher Education listed below should be submitted to the UniFAST Secretariat **on or before October 26, 2018**:
  - 2.1 **The Full Version of Form 2** – Consolidated Free HE details template with breakdown of tuition fees and the 13 other school fees) duly certified by the SUC / CHED-recognized LUC Registrar and approved by the SUC / CHED-recognized LUC President or the President's designated authorized representative.

*[Handwritten signature]*





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- 2.2 **Pdf copy of Pre-Number Application Forms** (with unique identification provision and Admission Exam result indicated therein) as a validation documents to support the Consolidated Free HE Billing Details Part II – Segment B on Admission Fees and Entrance Fees.
- 2.3 **MS Excel file of all data elements contained in the CORs** (in database format, no spaces and other formatting) for 1<sup>st</sup> Semester or 2<sup>nd</sup> Semester (whichever is applicable in a particular submission) of AY 2018 – 2019.
- 2.4 **Electronic and print-out copy of the Master List of Applicants**, segregating those who passed and those who failed, duly certified by the SUC / CHED-recognized LUC Admission Officer (sequentially arranged based on pre-numbered series).

The originally signed print-out copies of the Free Higher Education billing documents should be sent either personally or through a commercial courier and addressed to:

**ATTY. CARMELITA YADAO-SISON MNSA, PhD**  
OIC Executive Director IV  
UniFAST Secretariat  
c/o CHED Central Records Section  
HEDC Building, UP Campus, Diliman, Quezon City

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

**Jephte O. Munez, CPA, MBA, MSF**  
Technical Assistant for Tertiary Education Financing  
e-mail address: [jmunez.unifast@ched.gov.ph](mailto:jmunez.unifast@ched.gov.ph)  
Contact Number:0998-8685745

**Jose Judy M. Perez**  
Project Technical Staff II  
e-mail address: [jjperez.unifast@ched.gov.ph](mailto:jjperez.unifast@ched.gov.ph)  
Contact Number:632-9229630

The utmost cooperation and compliance of all concerned is hereby enjoined,

cc:

UniFAST Governing Board Members  
UniFAST OIC Executive Director IV and UniFAST Secretariat  
CHED Commissioners  
CHED Regional Directors  
Ms. Luisa S. Valencia, CESO III, Director IV, CHED-AFMS

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