



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

Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
Email: unifastsecretariat@ched.gov.ph



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
FHE-013-2019**

For : **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
OFFICER-IN-CHARGE PRESIDENT, ASSOCIATION OF LOCAL
COLLEGES AND UNIVERSITIES (ALCU)**

From : *Carmelita Yadao-Sison*
ATTY. CARMELITA YADAO-SISON MNSA, Ph.D., CESE
OIC, Executive Director IV

Subject : **CLARIFICATION ON THE MODE OF PROCESSING PAYMENT
OF FREE HIGHER EDUCATION BILLINGS FOR THE FIRST
SEMESTER A.Y. 2019-2020 THROUGH THE MECHANISM OF
EXPEDITED BILLING**

Date : **September 18, 2019**

In reference to Memorandum (FHE-011-2019) dated September 16, 2019 issued by the CHED and UniFAST Governing Board Chairman, Dr. J. Prospero E. De Vera III and Memorandum FHE-012-2019 released by the UniFAST OIC Executive Director regarding the mechanism of Expedited Billing for FHE in the first semester A.Y. 2019-2020, it was mentioned that in order that the State Universities and Colleges or Local Universities and Colleges concerned may be able to receive their check payments starting October 2019, the original signed print out copies should be submitted to the UniFAST Secretariat.

However, upon consultation and advice of Atty. Septon A. De la Cruz, OIC Director IV of the CHED-Administrative, Financial and Management Service (AFMS) on September 18, 2019, the following matters were discussed and agreed upon to further fast-track the payment process:

1. Electronic copies of the Consolidated Billing Statement, Consolidated Free Higher Education - Billing Details Summary and the Notarized Registrar's Certificate should be sent via e-mail to ra10931freehe.unifast@ched.gov.ph by midnight of **Friday, September 20, 2019** in order that the UniFAST Billing Unit may immediately upon determination of the correctness of the documents prepare the disbursement vouchers and other necessary documents for endorsement to the CHED-AFMS.



2. The CHED-AFMS shall process and evaluate the endorsed billings and thereafter prepare reimbursements for the SUCs and LUCs which shall be paid through the **List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA)**. Please note that payment will be through LDDAP-ADA and no longer checks. The change in the mode of payment was resorted to because checks become stale after one (1) month resulting to an increase in accounts payable.
3. The SUCs and LUCs should send to the UniFAST Secretariat the **original signed print out copies of the Consolidated Billing Statement, Consolidated Free Higher Education - Billing Details Summary and the Notarized Registrar's Certificate** and these **should be received** by the UniFAST Secretariat on or before **September 26, 2019**. The SUC and LUC that are able to avail of the Expedited Billing are reminded to submit all other documents required under FHE Guidelines on or before December 15, 2019.
4. Documents intended for Expedited Billing but received by the UniFAST Secretariat after September 26, 2019 shall no longer be covered by Expedited Billing process. In such a case, the corresponding LDDAP-ADA will not be forwarded to the Landbank of the Philippines for crediting of payment to the SUC/LUC account.
5. After September 30, 2019, all SUCs and LUCs that were not covered by the Expedited Billing process will be required to submit the complete billing documents in order that their reimbursement for the 1st semester, AY 2019-2020 will be processed and payment released under the regular FHE process.

Please be guided accordingly. Thank you for your full cooperation.



cc: **UniFAST Governing Board Members**
CHED Commissioners
CHED Regional Directors
Atty. Septon A. De La Cruz, CESE, OIC, Director IV, CHED-AFMS
UniFAST Regional Coordinators