



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  
FHE-01-2019**

For : **PRESIDENTS / OFFICERS-IN-CHARGE,  
STATE UNIVERSITIES AND COLLEGES AND  
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES**

Attention: ALL UNIFAST FOCAL PERSONS / UNITS  
IN SUCS AND CHED-RECOGNIZED LUCS

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

Date : 11 January 2019

Subject : **CALL FOR SUBMISSION OF FREE HIGHER EDUCATION  
BILLINGS FOR THE 2<sup>nd</sup> SEMESTER OF AY 2018-2019 BY  
FEBRUARY 15, 2019 (FRIDAY)**

With the extension of the 2018 Budget as per Executive Order No. 3 signed by President Rodrigo R. Duterte dated 28 December 2018, the UniFAST Secretariat will proceed to process Free Higher Education billings from State Universities and Colleges (SUCs) and CHED-Recognized Local Universities and Colleges (LUCs) based on actual enrolled students in the second semester AY 2018-2019 who qualified for the Free Higher Education Subsidy.

Based on the approved Guidelines on Free Higher Education (August 2018), SUCs / LUCs are enjoined to submit your full Free Higher Education billings (hard copies and electronic copies) with complete documentation and similar requirements as that submitted for first semester billings AY 2018-2019. All SUCs and LUCs are therefore enjoined to submit full, correct, and complete documentations in order that the UniFAST Billing and Administrative Units may be able to process the billings expeditiously.

Please be reminded, however, that for any findings in the first semester AY 2018-2019 billings with financial effect(s), these adjustments will be deducted from the 2<sup>nd</sup> semester AY 2018-2019 billings. Furthermore, second semester AY 2018-2019 billings will be thoroughly processed and assessed and items that cannot be billed to UniFAST will likewise be correspondingly deducted. Thus, with Free Higher Education billing reconciliations still to be





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done, we reiterate the urgent need for SUCs / LUCs to submit compliant documentations to speed up the processing of these incoming 2<sup>nd</sup> semester AY 2018-2019 Free Higher Education billings.

The UniFAST Secretariat assures all parties concerned that due diligence procedures will be carried out and any issues and concerns regarding Free Higher Education billings will be communicated as soon as possible to the concerned Higher Education Institutions by the UniFAST Billing Unit head and designated staff. The CHED Chairman and Commissioners and their UniFAST Focal staff shall be included in the online updating of SUCs billings to facilitate follow-ups in submissions of correct documents, accurate information about the actual state of submissions of the SUCs, and institute a proper feedback mechanism to expedite processing of FHE payments.

The invaluable assistance of the President of PASUC will be requested for the issuance of necessary Advisories to all SUCs on submission and compliance issues related to FHE billings.

As the need arises, the OIC Executive Director will call for coordination / clarificatory meetings with certain SUCs or LUCs who are found to be in delay in submission of correct requirements, thus slowing down the process of downloading of their billing payments.

On the other hand, proper coordination with the OIC President of the Association of Local Colleges and Universities shall be made, whose assistance will be sought to ensure expeditious submission by LUCs of correct documentary requirements on or before February 15, 2019.

For any further clarifications, please coordinate with the following:

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All CHED Regional Directors and UniFAST Regional Coordinators

