



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

Ground Floor, Philippine Social Science Council Bldg. Commonwealth Avenue, Diliman Quezon City  
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**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR  
FHE-02-2019**

For : **PRESIDENTS AND OFFICERS-IN-CHARGE  
STATE UNIVERSITIES AND COLLEGES**

**SUC UNIFAST FOCAL OFFICERS/PERSONS**

**UNIFAST COORDINATORS IN THE OFFICES  
OF THE CHED CHAIRMAN & COMMISSIONERS**

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

Subject : **COORDINATION MEETING ON THE SUBMISSION OF  
REMAINING REQUIREMENTS FOR FREE HIGHER  
EDUCATION BILLINGS - 1<sup>ST</sup> SEMESTER AY 2018-2019**

Date : 08 February 2019

On January 28, 2019, letters were sent to the Offices of certain SUC Presidents in order to communicate compliance issues pertaining to the following:

1. **Non-submission of the Certification of Tuition and Other School Fees (TOSFs) duly signed by the University / College Registrar of the main and external campu(es) and the University / College President with the official dry seal of the Higher Education Insitution.** The Tuition fee per unit and the Thirteen (13) Other School Fees per student were requested to be certified.
2. **Non-submission of the hard copy of Certification and the Masterlist of Applicants duly signed by the Admission Officer of the University / College as well as the ecopy of acceptable admission documents (in pdf format) which should reflect the name and signature of the applicants as well as any other information that will support the application for validation purposes.**

By mandate of R.A. 10931, the UniFAST Secretariat bears the heavy responsibility of ensuring that all documentary requirements needed for the efficient and effective implementation of Free Higher Education are complied with by the State Universities and Colleges / CHED-Recognized Local Universities and Colleges.

In order to facilitate the submission of the required documents in compliance with the provisions of the Guidelines on Free Higher Education relative to your institution's



