



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 EXECUTIVE DIRECTOR

FHE-04-2019

To : **ADMISSION OFFICERS OF STATE UNIVERSITIES AND COLLEGES**

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

Date : **13 February 2019**

Re : **ADMISSION OFFICER'S CERTIFICATION TO SUPPORT BILLING DETAILS ON ADMISSION FEES AS PART OF THE FREE HIGHER EDUCATION SUBSIDY**

Relative to the content of the Admission Officer's Certification that is required under the Guidelines on Free Higher Education, the following information should be included in your certification:

1. The number of applicants who took the admission exam and / or went through the admission process.
 - 1.1 The number of successful applicants who enrolled in the SUC
 - 1.2 The number of successful applicants who did not proceed to enroll in the SUC
 - 1.3 The number of applicants who did not pass the admission exam and / or admission process
2. A table with the details on the statistics of applicants per campus.
3. Statement / Attestation that the students' information on successful applicants who enrolled in the SUC as indicated in the Free Higher Education (FHE) Billing Details - B (Form 2B) is accurate and complete.
4. Statement that the certification is being issued in compliance with the Guidelines on Free Higher Education duly approved by the UniFAST Governing Board on August 6, 2018.
5. Signatories to the Certification may be any of the following:
 - 5.1 Guidance Counselor of the Main Campus
 - 5.2 Guidance Counselor of the External Campus (if applicable)
 - 5.3 Admission Officer of the Main Campus
 - 5.4 Admission Officer of the External Campus (if applicable)
6. The official dry seal of the SUC / LUC should be marked in the lower left side of the certification.

JOM02132019.

