



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
FHE-011-2019

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 : J. PROSPERO E. DE VERA III, DPA
CHED and UniFAST Governing Board Chairman

Subject : EXPEDITING FREE HIGHER EDUCATION BILLINGS FOR THE
FIRST SEMESTER AY 2019-2020

Date : September 16, 2019

Please be informed that the Department of Budget and Management has released the Notice of Cash Allocation for Free Higher Education valid until September 30, 2019. Hence, there is a need to expedite the billing process for the first semester, A.Y. 2019-2020 in order that the funds may be utilized prior to the expiration of its validity. In addition, the amount of billing will be the basis for obligation for the second semester A.Y. 2019-2020.

In view of the foregoing, please submit immediately to the UNIFAST Secretariat your statement of billing for the first semester A.Y. 2019-2020 pertaining to the implementation of Free Higher Education under R.A. 10931 otherwise known as the *Universal Access to Quality Tertiary Education Act* to be supported initially by the following:

1. Print-out copy of the Consolidated Billing Statement (Form 1) duly certified by the Accountant and approved by the President/Head of HEI (Annex A);
2. Electronic and print-out copy of the Consolidated Free Higher Education - Billing Details Summary duly certified by the Registrar and the Accountant and approved by the President/Head of HEI (Annex B); and
3. Print-out copy of Notarized Registrar's Certificate with official dry seal (Annex C)

The deadline of the submission of the above documentary requirements is **on or before September 20, 2019**. The UNIFAST Secretariat shall directly coordinate with your institution regarding the details on the submission of other pertinent/supporting data and timelines of submission. Please be reminded that the Full FHE Billings serve as prerequisite for the processing of the 2nd Semester of AY 2019-2020; thus, submission should be made not later than December 15, 2019.

cc: UniFAST Governing Board Members
Atty. Carmelita Yadao-Sison MNSA, Ph.D., OIC, Executive Director IV, UniFAST
CHED Commissioners
CHED Regional Directors
Atty. Septon A. De La Cruz, CESE, OIC, Director IV, CHED-AFMS





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**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
FHE-012-2019**

**For : ALL PRESIDENTS NA 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
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**DR. ELENA E. PRESNEDI
OFFICER-IN-CHARGE PRESIDENT, ASSOCIATION OF LOCAL
COLLEGES AND UNIVERSITIES (ALCU)**

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

**Subject : EXPEDITING FREE HIGHER EDUCATION BILLINGS FOR THE
FIRST SEMESTER AY 2019-2020**

Date : September 16, 2019

In reference to the Memorandum dated September 16, 2019 released by CHED and UniFAST Governing Board Chairman, J. Prospero E. De Vera III, DPA regarding the expedite free higher education billings for the first semester A.Y. 2019-2020 and in view of the preparation of the UniFAST to shift to cash-based budgeting, it is necessary to fast-track release of payments on the billing documents to be 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 2019-2020.

In this regard, all SUCs and CHED-Recognized LUCs are enjoined to implement the billing procedure indicated below:

1. The billing documents submitted by the SUCs and CHED-Recognized LUCs should include the following:
 - 1.1 Electronic and print-out copy of the Consolidated Free HE Consolidated Statement (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);



- 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 attached Annex B). This for 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 notarized 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.
2. Electronic copies of the aforementioned documents should be submitted to the designated e-mail address of UniFAST Secretariat which is ra10931freehe.unifast@ched.gov.ph **on or before Friday, September 20, 2019** to expedite payments of Free Higher Education billings.
3. The originally signed print out copies of the aforementioned Free Higher Education billing documents should be submitted to the UniFAST Secretariat 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**.
4. All other requirements specified in the Guidelines of Free Higher Education listed below, should be submitted to the UniFAST Secretariat **on or before December 15, 2019**. For further clarifications, please contact the UniFAST Billing Staff assigned to your institution.

The UniFAST Secretariat will appreciate your full cooperation on the above matters to expedite the processing of all billings for FHE and timely payment of sums for Tuition and Other School (TOSF) to SUCs and CHED-Recognized LUCs.



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

Republic of the Philippines
 (Name of State / Local University or College)
 (Address of State / Local University or College)

CONSOLIDATED FREE HE BILLING STATEMENT

Free HE Billing Statement Reference No.: XX - XXXXXX - 2019 - X - X

Date: _____

To CHED - Central Office			
Address Higher Education Development Center Building, C.P. Garcia Ave, UP Campus, Diliman, Quezon City, Metro Manila			
Responsibility Center	Request for payment of tuition fees and other school fees (TOSF) for the _____ Term AY _____ to be charged against the Free Higher Education for CHED under Republic Act 10931 otherwise known as the Universal Access to Quality Tertiary Education(UAQTE), and as per CHED-UniFAST Guidelines for Free HE per attached supporting documents.	Account Code	Amount
Signature		Signature	
Printed Name		Printed Name	
Position	Head, Accounting/ Authorized Representative	Position	President/ Authorized Representative
Date		Date	

INSTRUCTIONS:

1. SUCs are allowed a maximum of two (2) tranches of payments per semester.

2. The Free HE statement reference number shall comprise of the REGIONAL CODE (2-digit), SUC CODE (alpha codes), ACADEMIC YEAR (4-digit), TERM (1-digit), LUC CODE (alpha code) ACADEMIC YEAR (4-digit), TERM (1-digit) & BATCH NUMBER (1 digit). Descriptions and codes are provided below:

Regional Codes			
Region	Code	Region	Code
Region 1	01	Region 6	06
Region 2	02	Region 7	07
Region 3	03	Region 8	08
Region 4A	04	Region 9	09
Region 4B	MIMAROPA	Region 10	10
Region 5	05	Region 11	11
		Region 12	12
		NCR	NCR
		CARAGA	CARAGA
		ARMM	ARMM
		CAR	CAR

"SUC Code" shall be the Acronym used by the SUC for their institution.
 "LUC Code" shall be the Acronym used by the LUC for their institution.
 e.g. MinSCAT for Mindoro State College of Agriculture and Technology

"Academic Year" will use the year when the AY began (e.g. 2018 for AY 2018-2019).

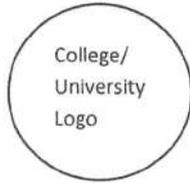
"Term" refers to the academic year semester or terms:

Term	Code	Term	Code
1st semester	1	3rd semester	3
2nd semester	2	Summer	3

"Batch" refers to the number of times an SUC / LUC liquidates with CHED in a semester. Note that SUCs / LUCs may liquidate with CHED no more than two (2) batches per semester.

Examples of a billing statement no.
 The first batch of Free HE statement submitted by MinSCAT in 1st sem AY 2018-2019:
 MIMAROPA - MinSCAT - 2018 - 1 - 1
 The second batch of Free HE statement submitted by Quirino State University in 1st semester of AY 2018 - 2019
 02 - QSU - 2018 - 1 - 2

3. Send a printed copy of this completed Free HE Statement Form (Form 1) to CHED Central Office Records Section for proper receiving procedures. Do not send the signed forms to any other office in CHED.



Republic of the Philippines
Name of College/University
College/ University Address

Date: _____

OFFICE OF THE UNIVERSITY / COLLEGE REGISTRAR

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that _____ students are officially enrolled and _____ students are qualified to the Free Higher Education provision of RA 10931 also known as Universal Access to Quality Tertiary Education, for the 1st / 2nd / Summer / Mid-Year Term of AY 2018-2019.

Please use the table below if the College/University has External Study Center/ Satellite Campuses:

Name of Campus	Number of Enrolled Students	Number of Qualified Students
Campus A		
Campus B		
Campus C		
<i>(Insert more rows for additional Campus)</i>		
Total		

This further certifies that students' information stated in the Billing details (Form 2) is accurate and complete.

This certification is being issued in compliance to the Guidelines on Free Higher Education issued last August 28, 2018.



Signature over printed name
Registrar

Duly Notarized