



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-07-2021**

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

ATTENTION: ALL FOCAL PERSONS/UNITS IN SUCs AND CHED-RECOGNIZED LUCs

**From :** ATTY. RYAN LESTEVEZ  
OIC, Executive Director IV, UniFAST

**Subject :** CALL FOR SUBMISSION OF THE FREE HIGHER EDUCATION (FHE) BILLING DOCUMENTS FOR 1ST SEMESTER, ACADEMIC YEAR 2021-2022

**Date :** SEPTEMBER 02, 2021

Pursuant to Sections 2.2.1 and 2.2.2, Rule III of Memorandum Circular No.2018-02 or the Guidelines on Free Higher Education (FHE) in Philippine State Universities and Colleges and CHED-recognized Local Universities and Colleges (LUCs), all SUCs and CHED-recognized LUCs are hereby advised to submit to the UniFAST Secretariat the FHE billings for the 1st semester, Academic Year 2021-2022 on or before **September 30, 2021**.

In this regard, may we request SUCs and CHED-recognized LUCs to submit the following documentary requirements to support its FHE billings:

**Hard Copy Requirements:**

1. Notarized Registrar's Certificate with dry seal;
2. Admission Certificate;
3. Consolidated Billing Statement (Form 1);
4. Consolidated Billing Details (Form 2 and Form 3);
5. Certified True Copy of Bank Certification;
6. Certification for system generated PDF of CORs and Application forms (if CORs and/or application forms is system generated)

**Soft Copy Requirements (contained in a Flash Drive):**

1. Consolidated Billing Details (Form 2 and 3);
2. Individual PDF copy of the students CORs (must indicate the assessment fee and subjects(units) taken by the student);
3. Individual PDF copy of acceptable admission documents.

Should you have further concerns regarding the FHE Billing, please directly communicate with the UniFAST Billing Staff assigned to your institution.

Thank you.

cc: UniFAST Governing Board Members  
CHED Commissioners  
CHED Regional Directors  
UniFAST Regional Coordinators

