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-06-2021

For : **STATE UNIVERSITIES AND COLLEGES AND CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES**

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

Subject : **CALL FOR SUBMISSION OF SUMMER TERM OR MID-TERM BILLING FOR AY 2020-2021**

Date : September 01,2021

In compliance to Sections 2.2.1 and 2.2.2, Rule III of Memorandum Circular No.2018-02 or the *Free Higher Education Guidelines*, all SUCs and CHED-Recognized LUCs are hereby advised to submit the Mid-term or Summer Billings for Academic Year 2020-2021 on or before **September 30, 2021.**

All SUCs and CHED-recognized LUCs are enjoined to submit the **full** FHE billings in hard and electronic copies with complete documentation using the approved **revised** billing forms for speedy processing of the FHE reimbursement by the UniFAST Secretariat.

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