



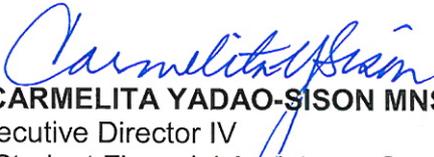
Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

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MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **Dr. RAUL C. ALVAREZ, JR., CESO III**
Regional Director
CHED Regional Office – XI

From : 
ATTY. CARMELITA YADAO-SISON MNSA, PhD.
OIC, Executive Director IV
Unified Student Financial Assistance System for Tertiary Education

Subject: **PARTICIPATION OF CHED MORATO DURING THE FINAL PRESENTATIONS, DISCUSSION AND DELIBERATION ON THE PROVISIONS OF THE GUIDELINES FOR FREE HIGHER EDUCATION, TERTIARY EDUCATION SUBSIDY AND STUDENT LOAN PROGRAM**

Date : 5 July 2018

The UniFAST Technical Assistants will present the final drafts of the various guidelines i.e. for Free Higher Education, Tertiary Education Subsidy, and Student Loan Program to the small group of UniFAST Governing Board and National Technical Working Group members for their comments from July 9-11, 2018. This activity is one of the requirements before the members of the UniFAST Governing Board decide and approve the final version of the said guidelines.

In this regard, may we inform you that **Ms. Ched Morato**, UniFAST Regional Coordinator assigned in CHEDRO – XI is required to attend the said activity to equip her with information on the salient provisions of the different guidelines, and to do a preliminary feedback to the Regional Office Director and staff.

Upon her return to CHEDRO, she is required to submit a written report to the Regional Director of CHEDRO – XI and the Executive Director of the UniFAST Secretariat highlighting the important issues, concerns, and resolutions that transpired during the proceedings and deliberations of the proposed guidelines.

Likewise, may we request your office to prepare the travel authority for **Ms. Morato** from July 9, 2018 to July 12, 2018. Meals during the event shall be provided by the UniFAST Secretariat. However, other expenses such as transportation and accommodation shall be charged to their respective Maintenance and Other Operating Expenses (MOOE) in accordance with the existing government accounting and auditing rules and regulations.

Thank you for your full support and cooperation.

