



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



Ground Floor, Philippine Social Science Council Bldg. Commonwealth Avenue, Diliman, Quezon City
 Tel No. 9229690 Email: unifastsecretariat@ched.gov.ph

MEMORANDUM FROM THE EXECUTIVE DIRECTOR

For : HONORABLE CHED REGIONAL DIRECTORS

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

Subject : REQUEST FOR ASSISTANCE ON THE PRINTING AND DISSEMINATION OF INFORMATION, EDUCATION, AND COMMUNICATION (IEC) MATERIALS TO SUPPORT THE IMPLEMENTATION OF THE UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION ACT (UAQTEA) OR RA 10931

Date : 7 August 2018

In view of the urgent need to inform the various Higher Education stakeholders on the different programs and implementing guidelines of the Republic Act (RA) 10931 or the Universal Access to Quality Tertiary Education (UAQTEA), the Task Force on Advocacy and Information (TFAI) was created on July 17, 2018, to expedite the creation and production of information, education, and communication (IEC) materials on UAQTEA.

From August 1 to 7, the Task Force conducted a workshop to identify and prepare the types, contents, and designs of the first batch of IEC materials for distribution to State and Local Universities and Colleges (SUCs/LUCs) and other key stakeholders at the regional level. As a result, the TFAI came up with the following collaterals with the corresponding technical specifications:

Type of Material	Target Audience	Contents	Technical Specifications
1. Tri-Fold Brochure (Simplified FAQs)	Students Parents General Public	General Information on the Law, Beneficiaries and Benefits of the four (4) Programs	Size: 8.5"x 13", Tri-Fold Color: Full Color Pages: 2 side print Stock: C2S100#, 100gsm
2. Briefer	Implementers Lawmakers SUCs LUCs	Complete General FAQs on the four (4) programs, Information on UniFAST	Size: A5 Color: Full Color Pages (including cover): 2 side print, 34pp Binding: Saddle Stitch Inside pages: C2S Matte, 100gsm Cover: C2S Coated 140gsm Cover: lamination (matte)





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3. Posters	Students Parents General Public	Flow chart of how to avail of the benefits of the programs	Size: 24"x 36" (61x91cm) Color: Full Color Pages: 1 side print Stock: Foldcote 12#
4. Vertical Tarpaulins	Students Parents General Public	Call to Action, Office to visit for inquiries	2.5ft X 6ft (with Tarp Stand)

The UniFAST Governing Board, during its 14th Regular Meeting, approved the designs and contents of the advocacy and IEC materials. Further, the Board recommended the production and distribution of said collaterals through the CHED Regional Offices.

In this regard, the UniFAST Secretariat will transfer the required budget per region (as attached) to cover expenses for the printing and production of said collaterals. It is expected that each regional office will be able to procure and print these on or before 07 September 2018.

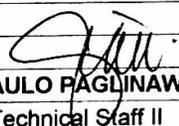
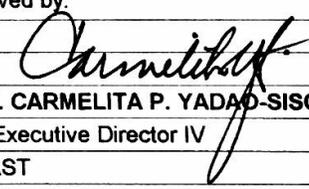
Furthermore, CHED Regional Offices are hereby requested to coordinate with the UniFAST Advocacy Unit to ensure that all printed materials will meet the technical requirements of each material as identified by the Task Force. Please coordinate with Ms. Annie T. Gonzales for more information through email (agonzales@ched.gov.ph).

This Memorandum is issued for the information and compliance of all concerned.

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**Budget Distribution for the Printing of RA 10931 Advocacy Materials and Information,
Education and Communication (IEC) Packets**

Region	Amount	Remarks
CAR	100,000.00	
Region I	100,000.00	
Region II	100,000.00	
Region III	100,000.00	
Region IV	150,000.00	including P50,000 for UniFAST CO printed collaterals
MIMAROPA	195,000.00	including P75,000 for shirts and P20,000 for printing supplies to be used during the National Training Workshop for CHED and UniFAST
Region V	100,000.00	
Region VI	100,000.00	
Region VII	100,000.00	
Region VIII	100,000.00	
Region IX	150,000.00	including P50,000 (50%) budget for ARMM
Region X	100,000.00	
Region XI	100,000.00	
Region XII	150,000.00	including P50,000 (50%) budget for ARMM
CARAGA	100,000.00	
NCR	150,000.00	including P50,000 for UniFAST CO printed collaterals
TOTAL	1,895,000.00	
Prepared by:		Approved by:
		
GIAN PAULO PAGLINAWAN		ATTY. CARMELITA P. YADAO-SISON MNSA, PhD.
Project Technical Staff II		OIC, Executive Director IV
Advocacy and Promotions Unit		UniFAST
UniFAST		