



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 : **RAUL O. 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: **HIRING OF ADDITIONAL REGIONAL STAFF/ PROJECT TECHNICAL STAFF II:**
1. MS. REIZZEL ANN L. CASUGO
2. MR. MARK JOSEPH C. CASTAÑEDA

Date : 31 August 2018

Pursuant to the CEB Res. No. 109-2018 dated March 19-20, 2018, the National Directorate and Commission en Banc has approved the hiring of additional UniFAST Regional Coordinators and UniFAST Staff as well as One (1) Project Technical Staff (PTS) III to be assigned at the Office of the Chairperson and CHED Commissioners.

In accordance to RA 10687 (UniFAST Act of 2015) and RA 10931 (Universal Access to Quality Tertiary Education Act of 2017) directing the UniFAST Secretariat and Commission on Higher Education in the administration and implementation of the various programs under RA 10931, namely, the Free Higher Education, Tertiary Education Subsidy and National Student Loan Program. The UniFAST Regional Coordinators (RCs) and Staff are expected to handle more applications, process documents, entertain more queries and expand the monitoring of the various programs of the Unified Student Financial Assistance System for Tertiary Education (UniFAST).

In this regard, we would like to confirm your recommendation for **Ms. Reizzel Ann L. Casugo** and **Mr. Mark Joseph C. Castañeda** as additional UniFAST Regional Staff to work as Project Technical Staff II to be assigned in your region. **Ms. Casugo** and **Mr. Castañeda** has successfully passed the Online Competency Exam administered by CHED Central Office on August 29, 2018 as one of the requirement for hiring and their



educational achievements and work experience suffice the qualification standard and requirements of the said position.

In this connection, we are requesting your office to prepare the contract of **Ms. Casugo** and **Mr. Castañeda** effective September 3, 2018 to December 31, 2018 or upon assumption of duty to be charged to FY GAA 2018 (RA 10964) – Universal Access to Quality Tertiary Education Fund.

Please see attach copy of the Terms of Reference (TOR) for Regional Coordinator and Stakeholder Relations Personnel for your reference.

Thank you for your compliance and immediate action.

A handwritten signature in black ink, appearing to be a stylized name or initials, located below the text "Thank you for your compliance and immediate action."