



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 : **CHED REGIONAL DIRECTORS**

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

Subject: **RENEWAL OF CONTRACT OF SERVICE FOR THE UNIFAST REGIONAL COORDINATORS FOR SIX (6) MONTHS PERIOD EFFECTIVE JULY 2, 2018 TO DECEMBER 31, 2018**

Date : 28 June 2018

Pursuant to the mandates of 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 ensure the effective monitoring of the various programs of the Unified Student Financial Assistance System for Tertiary Education (UniFAST) in their respective regions.

The role of the UniFAST RCs are essential and important in delivering the goods and services to the stakeholders of UniFAST aside from providing the technical and administrative support such as the preparation of reports and the conduct of regular updates about the status of coordination between the UniFAST and its stakeholders in the regional level.

In this regard, we understand that some of their contracts are about to expire on June 30, 2018. Hence, we are requesting your assistance for the renewal of their respective contracts effective July 2, 2018 to December 31, 2018 based on your assessment of their general work performance, tasks accomplished and rapport established with the Regional Director and staff.

May we also gently remind that if you have not yet hired the second and third Regional Coordinators in your region, please expedite the hiring process with a contract period, if feasible, from July 2, 2018 to December 31, 2018.

Thank you for your full support and cooperation.

