



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. 9229630 Email. [unifastsecretariat@ched.gov.ph](mailto:unifastsecretariat@ched.gov.ph)



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**

For : **ALL REGIONAL DIRECTORS**  
Commission on Higher Education

**ATTENTION: ALL REGIONAL COORDINATORS**  
UniFAST Regional Coordinator

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

Subject: **PARTICIPATION OF UniFAST REGIONAL COORDINATORS IN THE  
UniFAST STRATEGIC PLANNING WORKSHOP**

Date : 22 March 2018

Pursuant to Republic Act No. 10931 otherwise known as "Universal Access to Quality Tertiary Education Act", the Unified Financial Assistance System for Tertiary Education (UniFAST) shall administer the amount of Php40,919,000.00 appropriated to implement the law as indicated in FY 2018 GAA 2018 (RA 10964) – Universal Access to Quality Tertiary Education Fund. This will cover the cost of tertiary education for all Filipino students enrolled in State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), Private Higher Education Institutions (PHEIs) and Technical Vocational Institutions (TVIs) registered under Technical Education and Skills Development Authority (TESDA).

To prepare for its numerous responsibilities under RA 10931, the UniFAST Secretariat will be having a Strategic Planning Workshop on **April 5, 2018 to April 7, 2018 at Cristina Villas Mountain Resort, Antipolo, Taktak Rd, Antipolo, Rizal**. The purpose of the said activity is to set the UniFAST's direction and strategy, strengthen operations, identify the priority agenda in achieving the UniFAST's mandates and most importantly ensure the efficient utilization of funds and proper implementation of its programs and activities. The expected output of the 3-day Strategic Planning is a master plan or action plan containing the series of events, programs and activities with the specific timeframe and the responsible and accountable personnel or offices. The master plan will guarantee that all UniFAST personnel and other stakeholders are working toward common goals and establish agreement around intended outcomes/results.



In this regard, as informed during the National Directorate Meeting on March 20, 2018, OIC Chairperson J. Prospero De Vera III enjoined all Regional Directors to attend the Strategic Planning Workshop on April 5-8, 2018. All expenses of the Regional Directors in the attendance of the activity shall be charged against the UniFAST Regional Budget in accordance with the existing government accounting and auditing rules and regulations.

All UniFAST Regional Coordinators (RCs) are required to be present in the workshop. We request your office to prepare the appropriate travel authority starting April 4, 2018 to April 8, 2018. Meals and accommodation shall be provided during the strategic planning by the UniFAST Secretariat. Other expenses shall be charged to the budget allocated for UniFAST regional operations in accordance with the existing government accounting and auditing rules and regulations.

You may contact Ms. Jhoana Traqueña at telephone number: (02) 922-9630 or email at [unifastsecretariat@gmail.com](mailto:unifastsecretariat@gmail.com) for further inquiries and concerns.

Thank you for the usual support and cooperation.

