



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 and OFFICERS-IN-CHARGE

Through: ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO
 Executive Director IV
 Commission on Higher Education

**Subject: HIRING OF UNIFAST STAFF UNDER CONTRACT OF SERVICE (COS)
 FOR FY 2021**

Date : December 22, 2020

The UniFAST Board, through Board Resolution No. 2020-89, approved the rehiring of the existing five (5) UniFAST regional staff under Contract of Service (COS) for FY 2021. The rehiring of the COS staff shall be based on their performance as reflected in the approved 2020 Individual Performance Commitment Review (IPCR) Form, duly signed and approved by the Regional Director.

Moreover, the Board approved the hiring of five (5) additional regional staff through UniFAST Board Resolution No. 2020-90, to assist the CHED Regional Offices and augment the existing UniFAST personnel in the implementation of the programs under R.A. No. 10931. The approved positions are as follows:

Position Title	Salary Grade	No. of Positions
Project Technical Staff III (Accountant III)	18	1
Project Technical Staff II	15	2
Project Technical Staff I	12	2
Total		5

The hiring of an Accountant III was a recommendation made by the Regional Directors during the National Directorate Meeting on December 3-4, 2020. If there is an accountant in the existing UniFAST Regional Staff, we highly encourage the CHEDROs to consider him/her to the PTS III position. With the creation of additional COS positions for the regions, the UniFAST Secretariat is hoping to address the concern on lack of personnel to handle the programs of the UniFAST.

Rest assured that the UniFAST Governing Board and the Secretariat is committed to improve its efficiency and coordination with the CHEDROs. Thank you for your unwavering support and cooperation to UniFAST.


ATTY. RYAN L. ESTEVEZ
 OIC, Executive Director IV
 UniFAST

vbg 12-22-2020

