Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education
Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
Email: unifastsecretariat@ched.gov.ph

TO : **ALL PRESIDENTS OF STATE UNIVERSITIES AND COLLEGES (SUCs) & LOCAL UNIVERSITIES AND COLLEGES (LUCs) COVERED BY R.A. NO. 10931**
ALL COLLEGE ADMINISTRATOR/CAMPUS DIRECTOR OF CHED RECOGNIZE PRIVATE HIGHER EDUCATIONAL INSTITUTIONS (HEIs)

THRU : **CHED REGIONAL DIRECTORS**
UniFAST REGIONAL COORDINATORS

Estevez Ryan Legisniana
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Date: 2021.04.23 17:41:41 +08'00'

FROM : **ATTY. RYAN L. ESTEVEZ**
OIC, Executive Director IV, UniFAST Secretariat

SUBJECT : **DATABASE OF UNIVERSITY PRESIDENTS AND COLLEGE ADMINISTRATORS**

DATE : **23 April 2021**

The UniFAST is the arm of the Commission on Higher Education (CHED) tasked to reconcile, improve, strengthen, expand, and harmonize all government-funded modalities of Student Financial Assistance Programs (StuFAPs) for tertiary education in both public and private institutions.

For the purpose of database updating, ensuring smooth coordination with Higher Education Institutions (HEIs) and to assist the secretariat with the Cost Norms Study conducted by the UP Population Institute (UPPI), all Regional Coordinators are enjoined to coordinate with University Presidents and College Administrators and respectfully request for certain privileged information which shall be classified “strictly confidential” and for restricted use of our office.

Enclosed herewith is a pro-forma information sheet to be filled out and returned to our office on or before **April 30, 2021**. We also request that the same be returned to the UniFAST Secretariat Central Office with their recent colored photograph (“2X2”).

For any query/clarification, please contact the Office of the Executive Director through Ms. Nisha Anne F. Esagunde at (+63) 995 850 7046 or naesagunde.unifast@ched.gov.ph.

Thank you.