



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**

**REGIONAL OFFICE XI**  
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**MEMORANDUM FROM THE REGIONAL DIRECTOR**  
**No. 205 Series of 2018**

For : **ALL PRESIDENTS/ HEADS**  
Private Higher Education Institutions, State Universities and Colleges, and CHED  
Recognized Local Universities and Colleges

Subject : **VERIFICATION AND VALIDATION PROCESS ON THE DOCUMENTARY  
REQUIREMENTS SUBMITTED BY QUALIFIED TERTIARY EDUCATION SUBSIDY (TES)  
BENEFICIARIES IN ACCORDANCE WITH THE TERTIARY EDUCATION SUBSIDY  
GUIDELINES FOR AWARDING THE TES IN AY 2018-2019**

Date: November 13, 2018

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In reference to the Memorandum issued by Chairman J. Prospero De Vera III dated September 10, 2018 requiring all Higher Education Institutions to submit the list of enrolled students for the 1<sup>st</sup> Semester of Academic Year 2018-2019 for the nationwide assessment of TES applicants, and upon completion of the process of importing the data into the TES Online Portal on midnight of 30 October 2018, the UniFAST is mandated under R.A. 10931 to conduct a nationwide assessment of all TES applicants in accordance with the TES Guidelines to properly select the qualified TES beneficiaries.

The nationwide assessment includes the verification and validation of documentary requirements to be submitted by the TES applicants through their respective Higher Education Institutions (HEIs). The aforementioned action is in compliance with the provisions of the TES Guidelines approved by the UniFAST Governing Board during the September 3, 2018 and October 15, 2018 Board meetings. Upon completion of the validation process, the UniFAST Secretariat shall conduct an evaluation to determine the list of qualified TES beneficiaries. Only thereafter shall the qualified TES beneficiary receive a Notice of Award that will confirm them as bonafide TES grantees.

The TES Guidelines specifically provide that the TES allocations shall be distributed in the following order:

1. On-going Expanded Student Grants-in-Aid Program for Poverty Alleviation (ESGPPA) beneficiaries enrolled in 109 State Universities and Colleges;
2. Students studying in Private Higher Education Institutions in the Registry of CHED-Quality Assured Institutions and Programs located in cities and municipalities with no existing SUCs or CHED-recognized LUCs; Provided further that students are able to show proof of residency that they are residing in the city and municipality where the said Private Higher Education Institution is located;

3. Students who are enrolled in Tertiary Education Institutions and belong to households that are in the list of poorest of the poor, poor, or near poor in the Listahanan 2.0 of the DSWD ranked according to per capita income; and
4. Other students not in the Listahanan 2.0 ranked according to their per capita income; provided they show proof of indigency to qualify for available slots.

In this regard, all corresponding TES Focal persons in the HEIs with qualified TES applicants should be advised to inform their students **who qualified** for Tertiary Education Subsidy to submit all the necessary documentary requirements listed below for proper validation and verification by the UniFAST Regional Coordinators assigned in the CHED Regional Offices under the supervision of the CHED Regional Directors.

A cover letter signed by the President and certified by the University/College Registrar should be submitted by the TES Focal person together with the list of applicants and all the documentary requirements of the students who qualified for the TES grant. **The deadline for submission to the Regional Offices shall be not later than November 19, 2018.**

The following is the classification of documentary requirements required for each category:

CATEGORY	DOCUMENTARY REQUIREMENTS
<b>1. Students studying in PHEIs</b> located in cities and municipalities with no SUCs and LUCs. Provided further that the students are residing in the city or municipality where the said PHEI is located	<ul style="list-style-type: none"> <li>• Certificate of Registration</li> <li>• Assessment of Fees</li> <li>• Barangay Certificate of Residency</li> <li>• PWD ID, if applicable</li> </ul>
<b>2. Students who are studying in a Tertiary Education Institutions</b> and belongs to households that are in the list of poorest of the poor, poor, or near poor in the Listahanan 2.0 ranked according to per capita income.	<ul style="list-style-type: none"> <li>• Certificate of Registration</li> <li>• Assessment of Fees</li> <li>• PWD ID, if applicable</li> </ul>
<b>3. Other students studying in a Tertiary Education</b> not in the Listahanan 2.0 ranked according to their per capita income.	<ul style="list-style-type: none"> <li>• Certificate of Registration</li> <li>• Assessment of Fees</li> <li>• Proof of Income Documents</li> <li>• PWD ID, if applicable</li> </ul>

The corresponding documentary requirements shall contain the following basic details:

DOCUMENTARY REQUIREMENTS	DETAILS
1. Certificate of Registration (Registration Form)	<ul style="list-style-type: none"> <li>• Signed by the registrar with official school dry seal (Original Copy/ Certified True Copy)</li> <li>• Total number of units enrolled</li> </ul>
2. Assessment of Fees	<ul style="list-style-type: none"> <li>• Signed by the School Accountant/ Treasurer/ Cashier (Original Documents/ Certified True Copy)</li> </ul>
3. Certificate of Residency	<ul style="list-style-type: none"> <li>• Name of student applicant (full name), address, date of issuance (current year)</li> <li>• Duly signed by the Barangay Captain with dry seal</li> </ul>
4. Proof Income	<ul style="list-style-type: none"> <li>• ITR, if applicable</li> <li>• BIR Form 2316, if applicable</li> <li>• BIR Certificate of No Income, if applicable</li> <li>• Barangay Certificate of Indigency, if applicable, provided that it is also certified by the Municipal Social Welfare Development (MSWD)</li> <li>• Certified by the Bureau of Internal Revenue (BIR)</li> </ul>
5. PWD ID	<ul style="list-style-type: none"> <li>• Certification from the National Council for Disabilities Affairs (NCDA) specifying the disability(s).</li> </ul>

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Thank you for the usual support and cooperation.

  
**ENGR. LUIS D. PEREZ, PhD.**  
 Chief Education Program Specialist  
 Officer-in-Charge

