



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

**REGIONAL OFFICE XI**  
Loyola St., Obrero, Davao City



Tel. Nos.: +63 (82) 295-3418 • 295-7696 • 282-4448 • 321-7418 Email: [chedro11@ched.gov.ph](mailto:chedro11@ched.gov.ph)

**REGIONAL MEMORANDUM**  
**No. 13 Series of 2018**

**FOR : ALL PRESIDENTS/HEADS OF PRIVATE HEIs**

**SUBJECT : SUBMISSION OF LIST OF ENROLLED STUDENTS FOR THE 1<sup>ST</sup> SEMESTER OF ACADEMIC YEAR 2018-2019 THAT ARE RESIDING AND STUDYING IN CITIES AND MUNICIPALITIES WITH NO SUCs AND CHED-RECOGNIZED LUCs FOR THE ASSESSMENT OF POTENTIAL BENEFICIARIES TO AVAIL OF TERTIARY EDUCATION SUBSIDY (TES) UNDER RA 10931**

**DATE : September 17, 2018**

In reference to the Memorandum issued by the CHED Officer-in-Charge J. Prospero E. De Vera dated September 10, 2018 and UniFAST Officer-in-Charge Executive Director Atty. Carmelita Yadao-Sison dated September 14, 2018, private HEIs are hereby directed to submit list of enrolled students for 1<sup>st</sup> Semester AY 2018-2019 that are residing and studying in cities and municipalities with no SUCs and CHED-Recognized LUCs for the assessment of potential beneficiaries to avail of Tertiary Education Subsidy (TES) under RA 10931.

Please use the attached **Updated TES 2018 Template** (in Excel File) to encode the requested list. The encoded list in Excel file will be used in importing the data of enrolled students for 1<sup>st</sup> Semester AY 2018-2019 into the **UniFAST TES Portal**. Fill out the **Updated TES 2018 Template** and submit the print-out and electronic copy on or before **September 30, 2018** to:

**ATTY. CARMELITA YADAO-SISON, MNSA, Ph. D.**  
OIC Executive Director IV, UniFAST Secretariat  
Ground Floor, Philippine Social Science Center Building  
Commonwealth Avenue, Quezon City

Email address: [tes.unifast@ched.gov.ph](mailto:tes.unifast@ched.gov.ph)

Cc : [chedro11@ched.gov.ph](mailto:chedro11@ched.gov.ph)  
[chedro11.unifast@gmail.com](mailto:chedro11.unifast@gmail.com)

Also for your reference is the link <http://202.57.63.88/hei-portal> to access the **UniFAST TES Portal**. Through email, all HEIs shall officially nominate and endorse their respective TES Focal Personnel who will be responsible and accountable in importing the data into the said Portal and request for the issuance of the institutional username and password. Attached is the sample template of the endorsement letter and request for username and password.



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Use the subject **Endorsement of TES Focal Person & Request for Username/Password for UniFAST TES Portal** and email us at:

Email address: [chedro11.unifast@gmail.com](mailto:chedro11.unifast@gmail.com)

Cc: [chedro11@ched.gov.ph](mailto:chedro11@ched.gov.ph)  
[tes.unifast@ched.gov.ph](mailto:tes.unifast@ched.gov.ph)

You may contact the Office of the UniFAST Secretariat through Mr. Melgie A. Alas, Technical Assistant for Field Operations and Partnerships at +63-917-8010-167 or Michael George Geroche at +63-917-5076-063 and coordinate with this Office through our UniFAST Regional Coordinator, Ms. Ched A. Morato, at (082) 295-3418 for any further inquiries and clarifications.

Thank you for the partnership we have in providing financial assistance to Filipino students.

Very truly yours,

**RAUL C. ALVAREZ JR., Ed. D., CESO III**  
Director IV

RCAjr/LDP/ESE/CAM  
Ctrl No.: CAM-2018-09-17-003

