



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



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MEMORANDUM FROM THE REGIONAL DIRECTOR
No. 062 s. of 2019

FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE
Private Higher Education Institutions in Cities and Municipalities with No SUCs and CHED-Recognized LUCs

Private Higher Education Institutions with TES Beneficiaries under the category of DSWD Listahanan 2.0

SUBJECT : TEMPLATES/FORMS FOR THE LIQUIDATION REPORTS ON THE TES DISBURSEMENTS FOR PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) WITH VALIDATED TES GRANTEES DURING THE TRANSITORY PERIOD IN ACADEMIC YEAR 2018-2019

DATE : APRIL 1, 2019

In reference to the Memorandum from the UniFAST OIC-Executive Director Atty. Carmelita P. Yadao-Sison, received on March 26, 2019, the CHEDRO hereby disseminates the attached Templates/Forms for the Liquidation Report on the TES Disbursements for Private Higher Education Institutions (HEIs) with validated TES grantees during the Transitory Period in Academic Year 2018-2019:

1. TES – 1 Form - General Payroll for Tuition and Other School Fees;
2. TES – 2 Form - General Payroll for Textbook, Stipend and other related cost of education;
3. TES – 4 Form - Reports on Checks Issued; and
4. TES – 5 Form - Fund Utilization

In order to facilitate the liquidation process as defined in the Section 8 of the TES Guidelines, the templates are hereby provided for compliance to fast track the liquidation within 30 days from receipt of the TES subsidies.

Thank you for your full support and cooperation.


MARICAR R. CASQUEJO, Ph. D., CESO III
Director IV

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