



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE XI
Loyola St., Obrero, Davao City



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MEMORANDUM FROM THE REGIONAL DIRECTOR
No. 156 Series of 2019

FOR : ALL PRESIDENTS/HEADS OF PRIVATE HEIS

ATTENTION : TES FOCAL PERSONNEL

**SUBJECT : SUBMISSION OF BILLINGS FOR ADDITIONAL TERTIARY EDUCATION
SUBSIDY (TES) GRANTEES FOR AY 2018-2019**

DATE : AUGUST 23, 2019

The CHED Regional Office has already completed the verification and validation of the documentary requirements of the additional qualified TES grantees in AY 2018-2019. In this regard, we are requesting Private HEIs to submit to the CHED Regional Office on or before **September 2, 2019**, all required billing documents (hard copies and soft copies) for 1st and 2nd Semester AY 2018-2019 subject to accounting rules and regulations.

Below are the billing documents to be submitted:

1. Form 1 – Billing Details (five copies)
2. Form 2 – Billing Statement (five copies)
3. Annex D – Registrar's Certification (five copies)
4. Certificate of Registration (individual, one copy)
5. Statement of Accounts (individual, one copy)

For further inquiries and clarifications, you may coordinate with the UniFAST Regional Coordinator assigned to your institution at (082) 295-3418 or email unifastro11@ched.gov.ph.

Thank you for your usual support and cooperation.


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