



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. 023 Series of 2020

**FOR : ALL PRESIDENTS/HEADS**  
**Private HEIs with Additional Tertiary Education Subsidy (TES) Grantees**  
**for AY 2018-2019**

**ATTENTION : TES FOCAL PERSONNEL**

**SUBJECT : SUBMISSION OF BILLING DOCUMENTS FOR TES GRANTEES UNDER**  
**BATCH 5 (4PS-SWDI) FOR AY 2018-2019**

**DATE : FEBRUARY 6, 2020**

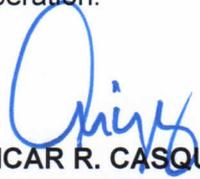
In accordance with the approval of the UniFAST Governing Board on the additional qualified TES grantees under Batch 5 (4PS-SWDI) for AY 2018-2019, Private HEIs are requested to submit to the CHED Regional Office on or before **February 14, 2020**, all required billing documents (hard copies and soft copies) for **1<sup>st</sup> and 2<sup>nd</sup> Semester AY 2018-2019**.

The following are the billing documents to be submitted:

1. Form 1 – Billing Details (five copies)
2. Form 2 – Billing Statement (five copies)
3. Annex D – Notarized 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 loc. 101 or email [unifastro11@ched.gov.ph](mailto:unifastro11@ched.gov.ph).

Thank you for your usual support and cooperation.

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

MRC/LDP/cam/TES-2020-0206-05



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