



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. 054 s. 2020

FOR : PRESIDENTS/HEADS/OFFICERS-IN-CHARGE
STATE UNIVERSITIES AND COLLEGES (SUCs)
LOCAL UNIVERSITIES AND COLLEGES (LUCs)
PRIVATE HIGHER EDUCATION INSTITUTIONS (PHEIs)

ATTENTION : TERTIARY EDUCATION SUBSIDY (TES) FOCAL PERSONNEL

SUBJECT : TIMELINE FOR TERTIARY EDUCATION SUBSIDY (TES) IN
ACADEMIC YEAR 2020-2021

DATE : August 17, 2020

In relation to the Memorandum dated August 10, 2020 issued by Atty. Ryan L. Estevez, OIC, Office of the Executive Director IV, Unified Student Financial Assistance System for Tertiary Education (UniFAST), this Office hereby disseminates the Timeline for Processing New TES Applications and Continuing TES Grantees in Academic Year 2020-2021. All Higher Education Institutions (HEIs) are hereby enjoined to comply with the schedule to fast track and expedite the processing of TES grants in AY 2020-2021.

As of this writing, the Region XI has received **2,442 New TES applications** through the Online TES Portal. Public and Private HEIs may submit their respective enrollees for 1st Semester in AY 2020-2021 to the TES Online Portal at <https://www.unifast.gov.ph/system/hei-portal/> on or before **August 31, 2020**. After the application period, New TES applicants shall be subjected to validation and assessment.

On the other hand, validation and assessment of **Continuing TES grantees** is already open for submission of documentary requirements (hard and soft copies). The deadline for submission is **on or before August 25, 2020**. The following is the classification of documentary requirements required for each category:

CATEGORY	Documentary Requirements
1. Continuing ESGP-PA grantees enrolled in State Universities and Colleges (SUCs)	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • PWD ID, if applicable
2. Continuing CHED-TDP grantees in AY 2019-2020	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • Grade Cards/Certificate of Grades
3. Continuing TES grantees in AY 2019-2020	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • PWD ID, if applicable
4. Students studying in Private HEIs (PHEIs) located in cities and municipalities with no SUCs and LUCs. Provided, further that the students are residing in the city or	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • Barangay Certificate of Residency • PWD ID, if applicable

municipality where the said PHEI is located	
5. Students enrolled in AY 2020-2021 who are part of the DSWD Listahanan 2.0 ranked according to per capita income	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • PWD ID, if applicable

The corresponding documentary requirements shall contain the following basic details:

1. Certificate of Registration (Registration Form)	<ul style="list-style-type: none"> • A cover letter signed and endorsed by the President of the institution certifying the list of continuing ESGPPA, continuing CHED-TDP, continuing TES grantees and qualified new TES grantees who are officially enrolled in AY 2020-2021 • Signed and certified by the School Registrar with official school dry seal (Original Copy/Certified True Copy) • Total number of units enrolled
2. Assessment of Fees	<ul style="list-style-type: none"> • Signed by the School Accountant/Treasurer/Cashier (Original Copy/Certified True Copy)
3. Certificate of Residency (category 4 only)	<ul style="list-style-type: none"> • Name of Student-Grantee / Applicant (full name), Address and Date of Issuance (current year) • Duly signed by the Barangay Captain with dry seal
4. PWD ID (category 1, 3, 4 and 5 only)	<ul style="list-style-type: none"> • Issued by the Persons with Disability Affairs Office (PDAO) specifying the disability(s)
5. Grade Cards or Certificate of Grades (category 2 only)	<ul style="list-style-type: none"> • Certified by the School Registrar and properly endorsed by the President/Head of HEI to CHEDRO as basis for the validation and verification process • Must have a passing General Weighted Average

. For inquiries, you may contact the CHEDROXI Scholarship Unit at (082) 295-3418 / 282-4448 or you may email us at chedro11@ched.gov.ph and unifastro11@ched.gov.ph.

Thank you for your usual support and cooperation.


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

