



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



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REGIONAL MEMORANDUM

No. 0216 s. 2020

FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE
PRIVATE HIGHER EDUCATION INSTITUTIONS (PHEIs)

SUBJECT : DISBURSEMENT OF FUNDS AND TEMPLATES/FORMS FOR THE LIQUIDATION
REPORTS OF TERTIARY EDUCATION SUBSIDY (TES) AND ONGOING TULONG
DUNONG (TDP-TES) BENEFICIARIES IN AY 2019-2020

DATE : October 16, 2020

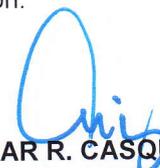
In relation to the recently signed **JMC No. 07 s. 2019** - Guidelines on the Tertiary Education Subsidy (TES) Program and **JMC No. 02 s. 2020** - Guidelines for the Implementation of the Tulong Dunong for Ongoing Grantees under Tertiary Education Subsidy (TDP-TES), the CHEDRO XI hereby advises Private HEIs to prepare and submit **four (4) copies** to CHEDRO the Liquidation Reports as stated in the guidelines and revert to CHEDRO the excess funds (if applicable). The following templates are provided to standardize **Liquidation Reports in AY 2019-2020**:

TES (30,000.00/Semester)	TDP-TES (6,000.00/Semester)
<ul style="list-style-type: none"> • TES Billing Details • General Payroll (TES 1) • General Payroll (TES 2) • Notarized University/ College Registrar's Certification • Fund Utilization Report on Administrative Cost • Attachment: TES Sharing Agreement (2 copies) 	<ul style="list-style-type: none"> • General Payroll • Certificate of Registration (COR) in PDF File • Photocopy of ID with Signature in PDF File • Certified True Copy of Grades

In addition, Private HEIs are reminded to attach in their submission the Narrative Reports with highlights of the TES disbursement events and testimonials from significant recipients/parents, photos, videos and plan of action, and other related information about TES in their respective institutions.

For further inquiries and clarifications, HEIs may coordinate with the UniFAST Regional Coordinator assigned to the 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

Incl/s: As stated

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