



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



Tel. Nos.: +63 (82) 295-3418 • 295-7696 • 282-4448 • 321-7418 Email: chedro11@ched.gov.ph

**REGIONAL MEMORANDUM**  
**No. 030 S. 2020**

**FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE**  
**STATE UNIVERSITIES AND COLLEGES (SUCs)**  
**CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUCs)**

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

**DATE : November 4, 2020**

Pursuant to the **JMC No. 07 S. 2019** otherwise known as the “*Guidelines on the TES Program*” and **JMC No. 02 S. 2020** – “*Guidelines for the Implementation of the Tulong Dunong for Ongoing Grantees under TES (TDP-TES)*” respectively, the CHEDRO XI hereby advises SUCs and CHED-Recognized LUCs to prepare and submit the Liquidation Reports as stated in the guidelines and revert the excess funds (if applicable). The following templates are provided to standardize **Liquidation Reports in AY 2019-2020:**

Seq.	Program	Requirements	To be submitted to:
1.	<b>TES</b> (20,000.00/ Sem)	Submit in two (2) copies: <ul style="list-style-type: none"> <li>Original Copy of Fund Utilization Report (Certified true and correct by the Accountant, approved by President and verified by Auditor);</li> <li>Original Copy of Report of Checks Issued signed by Cashier;</li> <li>Original/Certified true copy of General Payroll with the signature of students;</li> </ul> Supporting documents - One (1) copy only: <ul style="list-style-type: none"> <li>Certificate of Registration of the TES grantees for the 1st and 2nd Semester (in PDF file);</li> <li>Photocopy of School IDs of grantees with their respective signatures (hardcopy); and</li> <li>Original/Certified true copy of Supporting documents for the utilization of the Administrative Support Cost.</li> </ul>	<b>ATTY. RYAN L. ESTEVEZ</b> OIC – Office of the Executive Director IV UniFAST Secretariat Ground Floor, Bldg. E, Ayala Technohub Commonwealth Ave., Diliman, Quezon City Email: <a href="mailto:unifastsecretariat@ched.gov.ph">unifastsecretariat@ched.gov.ph</a>
2.	<b>TDP-TES</b> (6,000.00/ Sem)	Submit in four (4) copies: <ul style="list-style-type: none"> <li>Original/Certified true copy of General Payroll with the signature of students;</li> </ul>	<b>MARICAR R. CASQUEJO, Ph. D., CESO III</b> Director IV Commission on Higher Education Regional Office XI

		Supporting documents - One (1) copy only: <ul style="list-style-type: none"> <li>• Certificate of Registration of the TES grantees for the 1st and 2nd Semester (in PDF file);</li> <li>• Photocopy of School IDs of grantees with their respective signatures in PDF File; and;</li> <li>• Certified True Copy of Grades in hardcopy.</li> </ul>	Bo. Obrero. Loyola St., Davao City Email: <a href="mailto:chedro11@ched.gov.ph">chedro11@ched.gov.ph</a> <a href="mailto:unifastro11@ched.gov.ph">unifastro11@ched.gov.ph</a>
--	--	---	---

In addition, SUCs and CHED-Recognized LUCs 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, SUCs and CHED-Recognized LUCs may coordinate with Ms. Ched A. Morato, UniFAST Regional Coordinator, at (082) 295-3418 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

Incl/s: As stated

//ldp/ralc/cam/CHEDROXIUniFAST-2020-11-04-87