



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

MEMORANDUM FROM THE REGIONAL DIRECTOR
No. 25 s. of 2021

FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE
Private Higher Education Institutions (PHEIs)
State Universities and Colleges (SUCs)
CHED-Recognized Local Universities and Colleges (LUCs)

ATTENTION : TES FOCAL PERSONS/UNITS

SUBJECT : DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES) 3-B

DATE : MARCH 19, 2021

In accordance with the Virtual Orientation conducted on March 17, 2021 regarding the Unified Student Financial Assistance System on Tertiary Education (UniFAST) Memorandum Circular No. 1 series of 2021, otherwise known as the Supplemental Guidelines on the Disbursement of TES 3-B, HEIs are hereby required to **submit the requirements for the disbursement of TES-3B on or before April 15, 2021**. Under Sec. 3 of the MC No. 1 s. 2021, TES 3-B claimants must submit to their HEIs within the period of validity the following documentary requirements:

- (a) Notarized Letter of Intent to be reimbursed through TES-3B
- (b) Official Receipt from the Professional Regulations Commission (PRC) for application or examination fees, and
- (c) Official Receipts from any of the following for allowable expenses:
 - i. Notary Public for notarial fees;
 - ii. Review Center for review center fees;
 - iii. Insurance company for issuance of premium fees;
 - iv. HEI, PSA, BIR, NBI, for the issuance of Transcript of Records, Birth and (if applicable) Marriage Certificates, Documentary Stamps, NBI Clearance, and Certificate of Good Moral Character; and
 - v. Other entities or institutions for expenses necessary to comply with the requirements for licensure examinations.

Hence, HEIs shall submit the consolidated and complete documentary requirements together with a summary of claimants and documentary requirements to CHEDRO XI.

For your information and appropriate action.

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

Incl / s : Template of Notarized Letter of Intent
/LDP/RSPjr/mjcc/cam/UniFAST-2021-0319-13



_____ [date]

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

Director IV

Commission on Higher Education R.O. XI

Bo. Obrero, Loyola St., Davao City

Dear **Dir. Casquejo**:

I, [NAME], a graduate of [PROGRAM] of [COLLEGE/UNIVERSITY] in [ACADEMIC YEAR GRADUATED], hereby signify my intent to be reimbursed for the following expenses for obtaining my first professional credentials or qualifications through TES-3B:

Item Expense	Amount	Remarks
TOTAL		

Also attached to this letter are the supporting documents as required by Memorandum Circular No. 01 Series of 2021 or the Supplemental Guidelines on the Disbursement of TES-3B.

Very Truly yours,

(SIGNATURE)
[NAME OF STUDENT]

SUBSCRIBED AND SWORN to before me this _____ at _____,
Philippines, who exhibited his/her _____ issued at
_____ on _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.