



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. 16 s. 2021

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

ATTENTION : **SCHOLARSHIP FOCAL PERSONS**

SUBJECT : **DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES) FOR NEW STUDENT-GRANTEES IN 1ST SEMESTER AY 2020-2021 AND REMAINING BILLINGS OF 1ST SEMESTER AY 2020- 2021 UNDER TULONG DUNONG PROGRAM**

DATE : **JUNE 23, 2021**

This Office hereby advises all Public and Private HEIs to prepare and submit the documentary requirements for the disbursement of the following:

1. Tertiary Education Subsidy (TES) for **NEW** Student-Grantees in 1st Semester AY 2020-2021; and
2. Remaining Billings of 1st Semester AY 2020-2021 under Tulong Dunong Program

HEIs shall use the Templates/Forms for the Disbursement of Funds as stated in the Regional Memorandum No. 009 s. 2021. The deadline for the submission of documentary requirements for New TES student-grantees and remaining TDP billings is on **June 30, 2021** and **July 15, 2021**, respectively. For more queries, the CHED RO XI UniFAST Billing and Claims Unit may be reached through these contact details: billing.unifast11@ched.gov.ph; (082) 295-3418 loc 108.

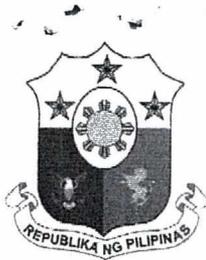
Thank you for your usual support and cooperation.

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

Incl/s: As stated

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REGIONAL MEMORANDUM
No. 009 s. 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)

SUBJECT : TEMPLATES/FORMS FOR THE DISBURSEMENT OF FUNDS FOR TERTIARY EDUCATION SUBSIDY AND TULONG DUNONG PROGRAM IN FIRST SEMESTER ACADEMIC YEAR 2020-2021

DATE : April 8, 2021

In relation to the CHED, UniFAST and DBM Joint Memorandum Circular No. 04 s. 2020 and UniFAST Memorandum Circular No. 02, Series of 2021, otherwise known as the "Enhanced Guidelines on the Tertiary Education Subsidy (TES) Program" and "Guidelines on the Implementation of the Tulong Dunong Program (TDP) for Academic Year 2020-2021 and Onwards" respectively, this Office hereby advises all Public and Private HEIs to prepare and submit **the following documentary requirements for disbursement of TES and Tulong Dunong Program benefits:**

Table 1: Tertiary Education Subsidy

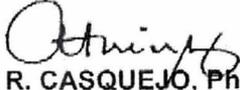
Seq.	Documentary Requirements	Details
1.	Notarized University/ College Registrar's Certification of TES Grantees in three (3) hardcopies	Signed and Certified by the School Registrar
2.	Form 1 - TES Billing Statement in three (3) hardcopies	Certified by the Accounting Head and Approved by President/Head of HEI
3.	Form 2 - TES Billing Details in three (3) hardcopies	Signed by the Scholarship Coordinator, Certified by the School Registrar and Accounting Head and Approved by President/Head of HEI
4.	Certificate of Registration (COR) per student-grantee (one hardcopy, PDF file)	Signed and certified by the School Registrar with official school dry seal in Original Copy/Certified True Copy

Table 2: Tulong Dunong Program

Seq.	Documentary Requirements	Details
1.	Billing Details in three (3) hardcopies	Signed by the Scholarship Coordinator, Certified by the School Registrar and Approved by President/Head of HEI
2.	Certificate of Registration (COR) per student-grantee (one hardcopy, PDF file)	Signed and certified by the School Registrar with official school dry seal in Original Copy/Certified True Copy
3.	Photocopy of ID with Three (3) Specimen Signature per student-grantee (one hardcopy, PDF file)	Original Copy/Certified True Copy
4.	Certified True Copy of Grades in the previous Semester per student-grantee (one hardcopy, PDF file)	Certified by the School Registrar; Must have a passing General Weighted Average

The deadline for the submission of documentary requirements for the disbursement of funds is on **April 14, 2021**. For more queries, the CHED RO XI UniFAST Billing and Claims Unit may be reached through these contact details: billing.unifast11@ched.gov.ph; (082) 295-3418 loc 101.

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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