



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
Email: unifastsecretariat@ched.gov.ph



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
SLPTE-ST-03-2019**

For : **ALL PRESIDENTS AND OFFICERS-IN-CHARGE OF
PRIVATE HIGHER EDUCATION INSTITUTIONS,
STATE UNIVERSITIES AND COLLEGES AND
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES
CHED REGIONAL DIRECTORS**

Attention : **UNIFAST REGIONAL COORDINATORS**

From : *Carmelita Yadao-Sison*
ATTY. CARMELITA YADAO-SISON MNSA, Ph.D., CESE
OIC, Executive Director IV

Subject : **UNIFAST GOVERNING BOARD RESOLUTIONS AMENDING CERTAIN
PROVISIONS OF THE GUIDELINES ON STUDENT LOAN PROGRAM
FOR TERTIARY EDUCATION – SHORT-TERM BASIS**

Date : July 26, 2019

Please be advised that during the 23rd Regular Meeting of the UniFAST Governing Board on July 25, 2019, the Board, through **Resolution No. 2019-057**, required a co-maker in case the student-borrower is unemployed or has insufficient income. The co-maker shall submit any of the following as proof of income: (1) Photocopy of 2018 Income Tax Return; (2) Original Copy of Certificate of Employment stating the name of employer, date of employment, employment position, status of employment, monthly wage/salary; or (3) Original/Certified True Copies of Payslips for the past three (3) months.

Partner Higher Education Institutions (HEIs) shall assist the UniFAST in pre-screening good loan borrowers or good credit risks and for this purpose will be entitled to Administrative Support Cost (ASC) of two percent (2%) of the total loanable amount approved for the SUC / CHED-recognized LUC / private HEI. Per Board **Resolution No. 2019-058**, the use of such cost is limited to monitoring, expenses on notarization of legal documents, office supplies and materials, hiring of project technical staff/s or job order, communication, remedial / mentoring program and meetings /orientation / general assembly. Please note that all expenses that will be charged against the ASC shall be subject to government accounting and auditing rules and other pertinent regulations on judicious and prudent use of government funds.

Relative to the above, the UniFAST Secretariat hereby reiterates that the template application form routed via SLPTE-ST-02-2019 should be duly accomplished (Annex "A") by the student-borrowers. Please submit such form and other required documents to the UniFAST Secretariat through the CHED Regional Offices as instructed in said memorandum.

cc: **Dr. J. Prospero E. De Vera III**
Chairman, CHED and UniFAST Governing Board

