



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

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MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **ALL REGIONAL DIRECTORS**
Commission on Higher Education

From : 
ATTY. CARMELITA YADAO-SISON MNSA, PhD.
OIC, Executive Director IV
Unified Student Financial Assistance System for Tertiary Education

Subject: **PLANNING WORKSHOP ON THE TES APPLICATION AND ASSESSMENT, AND THE TRAINING WORKSHOP FOR SELECTED UNIFAST REGIONAL COORDINATORS IN PREPARATION FOR THE FORTHCOMING ROLLOUT OF THE TES PARTNERS' PORTAL DESIGNED FOR HEIs**

Date : 10 September 2018

The UniFAST Board during its meeting on September 3, 2018 has approved the issuance of a Call for Applications for the TES for AY 2018-2019. The Application period starts on September 11, 2018 until October 5, 2018. During this period, the student-applicants should complete their applications with the necessary or required documents, then submit these as soon as possible to the designated responsible officials of their University/College. These officials are expected to assist their student-applicants in expeditiously completing their application forms and submit or upload the TES applications to the TES Partners' Portal designed for CHED-Registered HEIs.

In this connection, we are requesting the UniFAST Regional Coordinators to be in the UniFAST Central Office from September 12, 2018 to September 14, 2018 inclusive of travel time to attend the planning workshop on the TES Applications and Assessment, and training workshop on the functionality of TES Partners' Portal designed for HEIs. The objective of the planning and training workshop is to enable the RCs to understand the processes of the TES System and equip them on how to use the TES Partners' Portal designed for HEIs. Through this training workshop the RCs will be able to provide support and assist the HEIs in processing the TES applications thru the TES Portal in their respective geographical jurisdictions.



Listed below are the series of events scheduled for the rollouts of the UniFAST TES Partners' Portal designed for HEIs.

UniFAST Activities for September - October 2018				
Dates	Name of Activity	Participants	Expected Number	Suggested Venue
SEPTEMBER				
September 13-14, 2018	Planning Workshop on the Nationwide TES Application and Assessment, and training workshop on the TES Partners' Portal designed for Higher Education Institutions	UniFAST Regional Coordinators and UniFAST Secretariat	50	Institute of Small Scale Industries, U.P. Diliman, Quezon City
September 24-25, 2018	Orientation on New Guidelines of RA10931 & ICT Roll-Out Activity - North	1, 2, 3 and CAR	854	Baguio City
September 26-28, 2018	National Workshop of CHED & UniFAST Officials and Focal Staff for the Orientation on New Guidelines of	National		Pasay City
OCTOBER				
October 8-9, 2018	Orientation on New Guidelines of RA10931 & ICT Roll-Out Activity - Visayas	6, 7, and 8	683	Cebu City
October 11-12, 2018	Orientation on New Guidelines of RA10931 & ICT Roll-Out Activity - Central	4A, 4B, 5, and NCR	1,028	UP Diliman
October 18-19, 2018	Orientation on New Guidelines of RA10931 & ICT Roll-Out Activity -	9, Basilan, Sulu, and Tawi-Tawi	201	Zamboanga City
October 25-26, 2018	Orientation on New Guidelines of RA10931 & ICT Roll-Out Activity -	10, Lanao Province and CARAGA	342	CDO City
October 29-30, 2018	Orientation on New Guidelines of RA10931 & ICT Roll-Out Activity -	11, 12, and Maguindanao	421	Davao City

May we request your office to prepare the travel authority of UniFAST Regional Coordinators on the said date. They will be entitled to transportation and accommodation allowance, and per diem to defray the expenses during their stay in the UniFAST Central Office which shall be charged to the UniFAST Maintenance and Other Operating Expenses (MOOE) allocated in their respective CHED Regional Offices subject to the usual existing government accounting and auditing rules and regulations.



List of identified UniFAST Regional Coordinators that will join the Training Workshop

Name of UniFAST Regional Coordinators	Region
1. Alexis Moira Dolores	I
2. Eliezer M. Evangelista	I
3. Leah Sandra Montilla Perez	II
4. Rejoice D. Tan	II
5. Mary Ann Gienette D. Medina	III
6. Kristine Marie Casugay	III
7. Jason Roque	IVA
8. Kim K. Apura	IVA
9. Annie T. Gonzales	IVB
10. Hagai Toyokan	IVB
11. Fauziah Regine Rey	V
12. JayR R. Redita	V
13. Christine A. Real	VI
14. Retchie Jhon Lozada	VI
15. Daniel Malunjao	VII
16. Humabon Marollano	VII
17. John Nhel Q. Mejido	VIII
18. Jan Paolo Vega	VIII
19. Heidi Faith Cruz	IX
20. Watchel Basilio	IX
21. Jeany Lou Loren	X
22. Virgilio S. Luzana	X
23. Ched Morato	XI
24. Mark Joseph C. Castañeda	XI
25. Mark June L. Aporador	XII
26. Ernest Paul Ysean Ogena	XII
27. Fahad B. Alfad	ARMM
28. Harold Noel Hidalgo	ARMM
29. Karen Laguiewed	CAR
30. Jezeny O. Laoyan	CAR
31. Heidi Paradero	CARAGA
32. Florena Padilla	CARAGA
33. Jeff Francis B. Mansibang	NCR
34. Kenmark D. Hernandez	NCR

Thank you for the full support and cooperation. and cooperation.

