



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

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**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
TES-03-2018**

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

Attention: ALL UniFAST Regional Coordinators

From : 
ATTY. CARMELITA YADAO-SISON MNSA, Ph.D.
OIC Executive Director IV, UniFAST

Subject: **AUTHORITY TO CONDUCT PRE-ORIENTATION-WORKSHOP ON THE
PROCESS OF SUBMISSION OF THE ENROLMENT LIST FOR 1ST SEMESTER
2018-2019 INTO THE UNIFAST TERTIARY EDUCATION SUBSIDY (TES)
PORTAL DESIGNED FOR HIGHER EDUCATION INSTITUTIONS (HEIs)**

Date : 14 September 2018

Pursuant to the Memorandum Order issued by OIC Chair J. Prospero De Vera dated September 7, 2018 on the submission of the list of enrolled students for the 1st Semester of Academic Year 2018-2019 to identify the potential beneficiaries for Tertiary Education Subsidy, as well as the memorandum of OIC Executive Director of UniFAST dated September 14, 2018 on the process of the issuance of username and password to all HEIs in the region, the UniFAST Secretariat has encouraged the Regional Directors of CHED Regional Offices with the assistance of their UniFAST Regional Coordinators to conduct a Pre-Orientation Workshop with concerned stakeholders in your respective Regions.

The objective of the workshop will focus on the process of submission of the enrolment list for 1st Semester of Academic Year 2018-2019 through the TES Portal designed for HEIs and to facilitate the expeditious assessment of all TES potential beneficiaries.

In this connection, may we request your office to encode the complete CHED Registry of Quality-Assured Institutions and Programs into the TES Portal designed for the CHED Registry in each region. The said Registry is essential in the assessment of potential TES beneficiaries under the TES guidelines on the prioritization of TES applicants. This requirement is explicitly provided for under Rule VI, Section 40 of the IRR for RA 10931, which states ***"All eligible students shall be awarded the TES only if they enroll in institutions and programs that are in the Registry, as defined in Section 3 (ttt) of the IRR, subject to the transitory provisions in Section 57 of the IRR."***

Expenses incurred during the conduct of the activity shall be charged against the UniFAST Maintenance and Other Operating Expenses (MOOE) in the region subject to the existing government accounting and auditing rules and regulations.

