



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, Ph.D.**  
OIC Executive Director IV, UniFAST

Subject: **NOTICE TO ALL UNIFAST REGIONAL COORDINATORS REGARDING  
TERTIARY EDUCATION SUBSIDY APPLICATIONS**

Date : 01 October 2018

In reference to the Memorandum issued by the OIC Chairperson dated September 10, 2018 requiring all Higher Education Institutions (HEIs) to submit the list of enrolled students for the 1<sup>st</sup> Semester of Academic Year 2018-2019 for the nationwide assessment of TES potential beneficiaries on or before September 30, 2018, UniFAST Secretariat received reports from Department of Social Work and Development Central Office that some HEIs in the region are requiring their students to visit DSWD offices to get their certifications and household numbers.

In this connection, all UniFAST Regional Coordinators are directed to inform the HEIs NOT to make their students secure these kinds of certificates from DSWD Regional offices because this is not required at all. The memorandum order explicitly provides that the List of Names of enrolled students for 1<sup>st</sup> Semester of Academic Year 2018-2019 which they initially evaluated belonging to the poorest of the poor, poor and near-poor students will have to be imported into the TES Online Portal.

Thank you for your immediate action and compliance.

