



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-11-2018**

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

ALL PRESIDENTS AND OFFICERS-IN-CHARGE
Private Higher Education Institutions
Located in Cities or Municipalities with
No State Universities and Colleges (SUCs) and
CHED-Recognized Local Universities and Colleges (LUCs)

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

Subject: **SUBSTITUTE DOCUMENTARY REQUIREMENTS AS PROOF OF RESIDENCY
FOR QUALIFIED TES GRANTEES ENROLLED IN PRIVATE HIGHER
EDUCATION INSTITUTIONS LOCATED IN CITIES OR MUNICIPALITIES WITH
NO SUCs AND CHED-RECOGNIZED LUCs**

Date : 28 November 2018

In reference to the Memorandum issued by Chairman J. Prospero E. De Vera III dated September 10, 2018 requiring all Higher Education Institutions to submit the list of enrolled students for the 1st Semester of Academic Year 2018-2019 for the nationwide assessment of TES applicants, and upon completion of the process of importing the data into the TES Online Portal on midnight of 30 October 2018, the UniFAST conducted a nationwide assessment of all TES applicants in accordance with the TES Guidelines to properly select the qualified TES beneficiaries.

The nationwide assessment includes the verification and validation of documentary requirements to be submitted by the TES applicants through their respective Higher Education Institutions (HEIs). In compliance with the provisions of the TES Guidelines approved by the UniFAST Governing Board during the September 3, 2018 and October 15, 2018 Board meetings. Upon completion of the validation process, the UniFAST Secretariat shall conduct an evaluation to determine the list of qualified TES beneficiaries. Only thereafter shall the qualified TES beneficiary receive a Notice of Award that will confirm them as bonafide TES grantees.



Following is the classification of documentary requirements required for each category:
Please refer to Memorandum Order (**TES-07-2018**) dated 12 October 2018.

CATEGORY	Documentary Requirements
1. Students studying in PHEIs located in cities and municipalities with no SUCs and LUCs. Provided, further that the students are residing in the city or municipality where the said PHEI is located	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • Barangay Certificate of Residency • PWD ID, if applicable
2. Students who are studying in a Tertiary Education Institutions and belong to households that are in the list of poorest of the poor, poor, or near poor in the Listahanan 2.0 ranked according to per capita income.	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • PWD ID, if applicable
3. Other students studying in a Tertiary Education not in the Listahanan 2.0 ranked according to their per capita income	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • Proof of Income Documents • PWD ID, if applicable

The corresponding documentary requirements shall contain the following basic details:

Documents Requirements	Details
1. Certificate of Registration (Registration Form)	<ul style="list-style-type: none"> • Signed by the Registrar with official school dry seal (Original Copy/ Certified True Copy) • Total number of units enrolled
2. Assessment of Fees	<ul style="list-style-type: none"> • Signed by the School Accountant / Treasurer/Cashier (Original Documents/ Certified True Copy)
3. Certificate of Residency	<ul style="list-style-type: none"> • Name of student applicant (full name), address, date of issuance (current year) • Duly signed by the Barangay Captain with dry seal
4. Proof of Income	<ul style="list-style-type: none"> • ITR, if applicable • BIR Form 2316, if applicable • BIR Certificate of No Income, if applicable • Barangay Certificate of Indigency, if applicable, provided that it is also certified by the Municipal Social Welfare Development (MSWD) • Certified by the Bureau of Internal Revenue (BIR)
5. PWD ID	<ul style="list-style-type: none"> • Certification from the Persons with Disability Affairs Office (PDAO) specifying the disability(s)

During the 17th UniFAST Governing Board Meeting held at the Chair's Conference Room, 4/F HEDC Bldg., C.P. Garcia Ave., Diliman, Quezon City, the UniFAST Secretariat presented the Report on the status of the TES Applications submitted by Private Higher Education Institutions located in cities or municipalities with no existing SUCs and CHED-recognized LUCs. The UniFAST Secretariat reported some issues and concerns which caused delay in the validation process of documentary requirements particularly on the barangay certificate of residency to be issued by the barangay officials. The issuance of this requirement was found to have contributed to the delay in the validation process. To meet

the deadline and fast track the validation process of the documentary requirements for TES, the UniFAST Board allowed that the UniFAST Secretariat consider some alternatives or substitutes as proofs of residency.

The UniFAST Governing Board approved the issuance of a Memorandum Order to all private HEIs located in cities or municipalities with no State Universities and Colleges and Local Universities and **Colleges to consider any government-issued identification (Passport, Driver's License, Voter's ID, Student School ID, etc.), provided that the full name and residence of the student is properly reflected in the said ID.** The said Identifications shall be a substitute documentary requirement for the Barangay Certificate of Residency as required in the Memorandum Order issued by the Office of the Executive Director of UniFAST (TES-07-2018) dated 12 November 2018.

For immediate compliance and widest dissemination.



Cc: **Dr. J. Prospero E. De Vera III**
Chairman, Commission on Higher Education
and the UniFAST Governing Board