



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
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**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
TES-25-2019**

For : **ALL HEADS/PRESIDENTS OF PRIVATE HIGHER EDUCATION INSTITUTIONS WITH VALIDATED TERTIARY EDUCATION SUBSIDY (TES) STUDENT GRANTEEES IN ACADEMIC YEAR 2018-2019**

ALL CHED REGIONAL DIRECTORS

ALL UNIFAST REGIONAL COORDINATORS

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

Subject : **SUBMISSION OF BILLINGS FOR TES 3A, TES 3B, LIQUIDATION REPORTS ON THE DISBURSEMENTS OF TES 1 (P20,000), TES 2 (P40,000) AND THE ADMINISTRATIVE SUPPORT COST (3% OF TES 1 + TES 2) DOWNLOADED TO PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) WITH VALIDATED TES STUDENT GRANTEEES IN ACADEMIC YEAR 2018-2019**

Date : April 29, 2019

Pursuant to the Guidelines on the Tertiary Education Subsidy (TES) Disbursements and Monitoring System for Private Higher Education Institutions (HEIs) with validated TES Grantees during the Transitory Period in Academic Year 2018-2019 approved by the UniFAST Board on February 27, 2019 and March 27, 2019, as well as the Memorandum of Agreement (MOA) signed between CHED-UniFAST and private Higher Education Institutions beginning December 17, 2018, all private HEIs with TES student grantees are hereby expected to prepare and submit the **liquidation reports** on the disbursements of TES 1, TES 2 and the Administrative Support Cost downloaded to the institutions for Academic Year 2018-2019 during the Transitory Period.

Please be reminded that other required supporting documents to be attached with the liquidation reports are the copies of the **Certificate of Registrations (CORs)** for the 1st and 2nd Semesters A.Y. 2018-2019 duly certified by the school registrar, and the **photocopy of school IDs of the TES student grantees**.

The UniFAST Secretariat reiterates that all Presidents/Heads of private Higher Education Institutions with TES student grantees should include in their liquidation reports a **narrative report** with highlights of the TES disbursement events and testimonials from significant recipients/parents, photos, videos and plan of action, and other related information about TES in their respective institutions.

The private HEIs are hereby instructed to submit their billings if applicable for **TES 3a** (TES grantees who are Persons with Disabilities (PWDs) and **TES 3b** (TES grantees



who graduated in courses/programs that require Licensure or Professional Board Examination) if also applicable using the attached billing forms for standard reference.

1. Billing Form 1 – Consolidated TES Billing Statement
2. Billing Form 2 – Consolidated TES Billing Details

The Liquidation Reports of **TES 3a** shall include among others the photocopy of the PWD IDs issued by the Persons with Disability Affairs Office (PDAO) in the province, city or municipality in pursuant to R.A. 10070. The **TES 3b** billing is subject to reimbursement requiring the attachment of official receipts of allowable expenses not to exceed Ten Thousand Pesos (P10,000.00) incurred during the preparation for and taking of the Licensure or Professional Board Examination. All supporting documents and other pertinent attachments should be certified true copy by the school registrar.



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

Atty. Cinderella Filipina Benitez-Jaro
OIC Executive Director, CHED

Billing Form 1

Republic of the Philippines
(Name of Higher Education Institution)
(Address of Higher Education Institution)

CONSOLIDATED TES BILLING STATEMENT

TES Billing Statement Reference No.: XX - YYYYYYY - 2019 - X - X

Date: _____

To	CHED - Regional Office _____		
Address	Address of CHED Regional Office _____		
Copy Furnished	UniFAST Secretariat and Department of Budget and Management		
Responsibility Center	CHED - Regional Office _____	Account Code	Amount
	Support Fund for CHED under Republic Act 10964 otherwise known as _____ Term AY 2018 - 2019 to be charged against the Higher Education Support Fund for CHED under Republic Act 10964 otherwise known as General Appropriations Act (GAA) 2018, and as per CHED-UniFAST Guidelines on TES for TES student-grantees from Higher Education Institutions per attached supporting documents.		PhP
	Number of TES student-grantees in the Higher Education Institution _____		
	TES-1 to all the TES student-grantees enrolled in the Higher Education Institutions	PhP	
	TES-2 to all the TES student-grantees enrolled in the private Higher Education Institutions		
	TES-3a to all TES student-grantees with disability enrolled in the Higher Education Institutions		
	Total TES in the Higher Education Institution _____	PhP	
	Add 3 percent Administrative Support Fund for partner Higher Education Institutions	PhP	
	Total TES Billing Amount	PhP	
	Basis for the Tertiary Education Subsidy:	Action to be taken (To be approved by AFMS)	
		PhP	Excess (deficient) billing noted for further action
		PhP	Approved for payment

Certified

Supporting documents complete and amount claimed proper.

Is this the last batch of billing for this term of AY 2018-2019?

Yes No

Approved

Signature		Signature	
Printed Name		Printed Name	
Position	Head, Accounting/ Authorized Representative	Position	President/ Authorized Representative
Date		Date	

INSTRUCTIONS:

1. Private HEIs are allowed a maximum of two (2) tranches of payments per semester.

2. The Five HE statement reference number shall comprise of the REGIONAL CODE (2-digit), private HEI CODE (alpha codes), ACADEMIC YEAR (4-digit), TERM (1-digit), and BATCH NUMBER (1 digit). The Description and codes are provided below:

Region	Code	Region	Code	Region	Code
Region 1	01	Region 6	06	Region 12	12
Region 2	02	Region 7	07	NCR	NCR
Region 3	03	Region 8	08	CARAGA	CARAGA
Region 4A	04	Region 9	09	ARMM	ARMM
Region 4B	MIMAROPA	Region 10	10	CAR	CAR
Region 5	05	Region 11	11		

"private HEI Code" shall be the Acronym used by the private HEI for their institution.
e.g. Jose Rizal University - JRU

"Academic Year" will use the year when the AY began (e.g. 2018 for AY 2018-2019).

"Term" refers to the academic year semester or terms:

Term	Code	Term	Code
1st semester	1	3rd semester	3
2nd semester	2	Summer	3

"Batch" refers to the number of times a private HEI bills CHED in a semester.
Note that private HEIs may bill with CHED no more than two (2) batches per semester.

Examples of a billing statement no.
The first batch of TES statement submitted by JRU in 1st sem AY 2018-2019:
NCR-JRU-2019-1-1
The second batch of TES statement submitted by Jose Rizal University in the First Semester for AY 2018 - 2019
NCR-JRU-2019-1-2

3. Send a printed copy of this completed TES Statement Form (Form 1) to CHED Central Regional Office Records Section for proper receiving procedures. UniFAST Secretariat as duplicate copy for monitoring purposes.

