



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-29-2019

For : **ALL CHED REGIONAL DIRECTORS**

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

Subject : **ADMINISTRATIVE SUPPORT COST FOR CHED REGIONAL OFFICES UNDER THE GUIDELINES ON THE TERTIARY EDUCATION SUBSIDY (TES) DISBURSEMENT AND MONITORING SYSTEM FOR PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) WITH VALIDATED TES GRANTEES DURING THE TRANSITORY PERIOD IN ACADEMIC YEAR 2018-2019**

Date : 20 May 2019

The UniFAST Board during its 21<sup>st</sup> Regular Meeting on April 22, 2019 approved the granting of Administrative Support Cost for each CHED Regional Offices by virtue of **Board Resolution No. 2019-024**. The UniFAST Board emphasized that the Administrative Support Cost granted to CHED Regional Offices will be used for the following activities including but not limited other similar purposes: (1) Executive meetings or dialogue with the presidents of public and private Higher Education Institutions; (2) Trainings/workshops on the preparation of liquidation reports; (3) Hiring of job order workers who will systematize the records of payments; (4) Travel expense; and (5) office supplies and materials.

The UniFAST Secretariat reiterates that the Administrative Support Cost for CHED Regional Offices as provided for in **Section 4.0 Paragraph 3 of the Guidelines on the Tertiary Education Subsidy (TES) disbursement and monitoring system for private Higher Education Institutions (HEIs) with validated TES grantees during the transitory period in AY 2018-2019**, shall cover activities such as: (1) providing remedial/mentoring program for the private HEIs within the Region and meetings/orientation/general assembly to TES student-grantees, parents and/or guardians, private HEIs' administrative authority and personnel; (2) processing and checking the completeness and correctness of TES billing documents; (3) preparation of disbursement-related documents for payment of TES billing documents; tracking, monitoring and evaluation of TES implementation among SUCs, LUCs and private HEIs in the region; (4) administrative related expenses such as expenses on notarization of legal documents, office supplies and materials, (5) compensation of project technical staff/s or job order, (6) communication, transportation/travel, information and communication technology (ICT) equipment and/or paraphernalia; and (7) such other expenses directly related to, or deemed necessary for the proper implementation of the TES program under RA 10931.



The Administrative Support Cost allotted for the CHED Regional Offices are as follows:

<b>REGIONAL OFFICE</b>	<b>ADMINISTRATIVE SUPPORT COST IN (PHP)</b>
CAR	297,900.00
CHEDRO I	524,500.00
CHEDRO II	450,500.00
CHEDRO III	826,600.00
CHEDRO IV	1,295,500.00
MIMAROPA	520,200.00
CHEDRO V	838,400.00
CHEDRO VI	492,500.00
CHEDRO VII	918,600.00
CHEDRO VIII	419,900.00
CHEDRO IX	514,900.00
CHEDRO X	590,200.00
CHEDRO XI	516,600.00
CHEDRO XII	727,900.00
CHEDRO CARAGA	455,000.00
NCR	810,500.00
BARMM	551,900.00
<b>TOTAL</b>	<b>10,751,600.00</b>

All CHED Regional Offices are hereby enjoined to prepare the reports on the fund utilization subject to the usual government accounting and auditing rules and regulations and submit these to the UniFAST Secretariat utilized for Fiscal Year 2019.



Cc: **Dr. J. Prospero E. De Vera III**  
Chairman, CHED and the UniFAST Governing Board