



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**  
TES-46-2019

For : **ALL PRESIDENTS/HEADS OF PRIVATE HIGHER EDUCATION INSTITUTIONS WITH TES GRANTEEES**

**ALL CHED REGIONAL DIRECTORS**

**UNIFAST REGIONAL COORDINATORS**

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

Subject: **PARTICIPATION OF PRESIDENTS/HEADS OF PRIVATE HIGHER EDUCATION INSTITUTIONS, UNIFAST REGIONAL COORDINATORS, CHED REGIONAL DIRECTORS WITH THEIR RESPECTIVE ACCOUNTANTS TO THE ORIENTATION SEMINARS ON TERTIARY EDUCATION SUBSIDY MANAGEMENT SYSTEM (TMS) FOR PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) TO BE CONDUCTED BY THE PRIVATE EDUCATION ASSISTANCE COMMITTEE (PEAC) IN COORDINATION WITH THE UNIFAST SECRETARIAT**

Date : 22 July 2019

This has reference to the attached letter of invitation from Private Education Assistance Committee (PEAC) dated July 8, 2019 inviting the private Higher Education Institutions to the Orientation Seminars on the Tertiary Education Subsidy (TES) program guidelines on the processing of payments, including a walkthrough of the TES Management System (TMS), in academic year 2019-2020, that will be held on August 6-17, 2019 in identified venues.

Special Provision No. 3 in the CHED GAA 2019 (R.A. 11260) provides that *"the amount appropriated herein for the Universal Access to Quality Tertiary Education shall be used to cover the cost of tertiary education for all Filipino students enrolled in SUCs, Local Universities and Colleges and Private Higher Education Institutions pursuant to R.A. No. 10931 and its IRR. In no case shall more than three percent (3%) of the amount for tertiary education subsidy and student loan program be used as administrative cost: PROVIDED, That the amount of Twenty-Five Million Pesos (P25,000,000) of the allowed administrative cost may be used for Capital Outlays. The implementation of Tertiary Education Subsidy (TES) shall cover the existing or on-going grantees under the Tulong-Dulong Program. Further, TES voucher shall be jointly managed by UNIFAST and the Private Education Assistance Committee (PEAC). A list of participating HEIs in the TES is posted in the UNIFAST and PEAC websites."*

During the 18<sup>th</sup> UniFAST Governing Board Meeting on January 28, 2019, the body issued Resolution No. 2019-004 approving the engagement of the services of Private Education Assistance Committee as co-implementer in the processing of billings to assist the



UniFAST Secretariat in monitoring the compliance of Private Higher Education Institutions with the provisions of the Tertiary Education Subsidy under R.A. 10931.

In this regard, the UniFAST Secretariat supports the activity being conducted by the PEAC and enjoins the attendance and participation of our Regional Directors together with designated Accountant and one (1) UniFAST Regional Coordinator during this event following the schedule of your respective regions.

Presidents/Heads of Private Higher Education Institutions with TES grantees are encouraged to attend and participate in the series of activities particularly during the walkthrough of the TES Management System to be used in processing the TES billing documents and monitoring the TES beneficiaries.

For your reference, please see the attached matrix indicating the schedules of the orientation and the names of the UniFAST official and staff, and UniFAST Regional Coordinators attending the different orientations. Accountants of CHED Regional Offices are likewise enjoined to attend their scheduled events.

**The assistance of the Office of the CHED Regional Directors is hereby requested to facilitate their travel authority and that of the designated Accountants and UniFAST Regional Coordinators who will attend and participate in the said Orientation Seminar.** The Regional Directors as well as the designated UniFAST Regional Coordinators who are requested to attend will be entitled to transportation expenses including airfare, accommodation allowance and per diem to defray the expenses which shall be charged to the UniFAST Maintenance and Other Operating Expenses (MOOE) allocated to their respective CHED Regional Offices intended for UniFAST Regional Operations, subject to the existing government accounting and auditing rules and regulations.

The UniFAST Regional Coordinators are expected to prepare a feedback report to be submitted to the OIC Executive Director within five (5) days after the end of the activity highlighting matters discussed and suggestions to facilitate disbursement of the TES grants and to ensure the efficient, effective and reliable implementation of TES in AY 2019-2020.

Thank you for your usual support and cooperation.

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

**CHED Commissioners and UniFAST Commissioners' Coordinators**

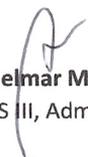
**Atty. Cinderella-Filipina S. Benitez-Jaro**  
OIC, Executive Director IV  
Commission on Higher Education



**Tertiary Education Subsidy (TES) Program in Academic Year 2019-2020**  
**Orientation on the Guidelines on the Processing of Payments and**  
**Monitoring of Program Compliance for Eligible Private Higher Education Institutions**

Date	Venue	Regions	UniFAST Secretariat	Regional Coordinators
August 6 (Tuesday)	Grand Ballroom, Hotel Le Duc Tapuac District, Dagupan City	1 CAR	Atty. Carmelita Yadao-Sison Melgie A. Alas	Alexis Dolores Karen Laguiewed
August 7 (Wednesday)	Grand Ballroom, Grand Caprice Lim Ket Kai, Cagayan De Oro City	9 10 Caraga BARMM	Melgie A. Alas Virgilio Luzana	Heidi Faith Cruz Daisy Grana Fahad Alfad
August 8 (Thursday)	Fleur de lis Auditorium St. Paul University, Manila	5 NCR	Atty. Carmelita Yadao-Sison Atty. Faye Marie Sabate JayR Redita	Fauziah Gerine Rey Jeff Francis Mansibang Kenmark Hernandez
August 9 (Friday)	Auditorium, Sto. Nino Bldg. University of Immaculate Conception Bajada Campus, Davao City	9 11 12 BARMM	Atty. Faye Marie Sabate Melgie A. Alas Virgilio Luzana	Ched Morato Nielrose Laruya Sisianne Solamo
August 12 (Monday)	Grand Tower Suites Iznart St., Iloilo City	6 8	Atty. Carmelita Yadao-Sison Melgie A. Alas	Christine Real Jan Paolo Vega
August 16 (Friday)	Gymnasium Lyceum of the Philippines University Laguna	4 Calabarzon 4 Mimaropa	Atty. Carmelita Yadao-Sison JayR Redita	Jason Roque Annie Gonzales
	University of San Jose Recoletos Main Campus, Cebu City	7 8	Atty. Faye Marie Sabate Melgie A. Alas	Humabon Marollano Dionna Sala
August 17 (Saturday)	The Orchid Gardens City of San Fernando, Pampanga	2 3	Atty. Carmelita Yadao-Sison JayR Redita	Leah Sandra Perez Gayle Bondoc

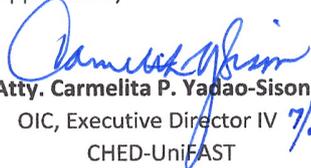
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 Field Operations

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 OIC, Executive Director IV  
 CHED-UniFAST 7/26