



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-55-2019

For : PRESIDENTS/OFFICERS-IN-CHARGE/HEADS OF STATE UNIVERSITIES AND COLLEGES, CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES, AND PRIVATE HIGHER EDUCATION INSTITUTIONS

ALL REGIONAL DIRECTORS
Commission on Higher Education

ALL UNIFAST REGIONAL COORDINATORS

Carmelita Yadao-Sison
From : ATTY. CARMELITA YADAO-SISON MNSA, Ph.D., CESE
OIC Executive Director IV *dmj*

Subject: BUDGET ALLOCATION PER CATEGORY IN GRANTING THE TERTIARY EDUCATION SUBSIDY TO QUALIFIED STUDENT-GRANTEES IN ACADEMIC YEAR 2019-2020

Date : 23 October 2019

Upon the recommendation of the CHED and UniFAST Governing Board Chairman, J. Prospero E. De Vera III, DPA during the 1st Special Board Meeting of the UniFAST on October 22, 2019, the Board approved the issuance of Resolution No. 2019-086 which defined the budgetary allocation per priority category in the distribution of the Tertiary Education Subsidy (TES) for AY 2019-2020.

In this regard, the prioritization on budget allocation of TES in AY 2019-2020 will be in the following order:

1. On-going Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGPPA) grantees enrolled in State Universities and Colleges;
2. On-going CHED-Tulong Dunong Program (CHED-TDP) beneficiaries pursuant to Special Provision No. 3, Other Executive Offices, General Appropriations Act for FY 2019;
3. On-going TES student-grantees in AY 2018-2019 who are members of households in the Listahanan 2.0;
4. On-going students enrolled in Private Higher Education Institutions located in cities or municipalities with no existing State Universities and Colleges and CHED-recognized Local Universities and Colleges; and
5. Students enrolled in AY 2019-2020 who are part of the Listahanan 2.0 ranked according to per capita income.



	<ul style="list-style-type: none"> 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. Certification from CHEDRO of ongoing CHED-TDP grantees in AY 2018-2019	<ul style="list-style-type: none"> A cover letter signed by the Regional Director of CHEDRO certifying the verified and validated masterlist of ongoing CHED-TDP beneficiaries in AY 2018-2019 who are officially enrolled in AY 2019-2020 in CHED-recognized HEIs
5. PWD ID	<ul style="list-style-type: none"> Certification from the Persons with Disabilities Office (PDAO) specifying the disability(s)
6. Grade Cards (required for Ongoing CHED-TDP Grantees only)	<ul style="list-style-type: none"> Certified by the School Registrar and properly endorsed by the President/Head of HEI to CHEDRO as basis for the validation and verification process Must have a passing Grade Weighted Average (GWA)

May we request the assistance of the Regional Directors of the CHEDROs to disseminate this memorandum and ensure compliance from the Higher Education Institutions under their jurisdiction with the directives of the Chair and Members of the UniFAST Board. The UniFAST Regional Coordinators are hereby enjoined to coordinate with the TES Focal persons of all HEI participants as regards the prompt submission of the certification and documentary requirements for validation and verification process to expedite downloading of TES funds to qualified TES grantees.

The UniFAST ICT Team namely, TA Melgie A. Alas, Regional Coordinator Jay-R R. Redita and Regional Coordinator Virgilio S. Luzana who were present during the UniFAST Special Board Meeting on October 22, 2019 are hereby directed to implement the instructions of the UniFAST Board to reconfigure the TES Online Portal and make the necessary adjustments and system enhancement in order to facilitate and expedite the efficient and speedy validation and verification process of qualified on-going and new TES grantees, on-going ESGPPA and on-going CHED-TDP grantees in AY 2018-2019.

Thank you for your usual support and cooperation.

Cc.: 

- Dr. J. Prospero E. De Vera III, Chairman, CHED and UniFAST Board
- Dr. Ronald L. Adamat, Commissioner, CHED
- Dr. Perfecto A. Alibin, Commissioner, CHED
- Dr. Lilian A. De Las Llagas MScTM, LLB, Commissioner, CHED
- Dr. Aldrin A. Darilag, RMT, RN
- Dr. Tirso A. Ronquillo, President, Philippine Association of State Universities and Colleges
- Dr. Elena E. Presnedi, President, Association of Local Universities and Colleges
- Dr. Lourdes Almeda Sese, President, Coordinating Council for Private Association of the Philippines
- Atty. Cinderella Filipina Benitez-Jaro, OIC Executive Director IV, CHED
- Atty. Septon A. Dela Cruz, CESE, OIC Director IV, CHED-AFMS

In this regard, the UniFAST Secretariat requests the authorized TES Focal person of Higher Education Institutions with qualified on-going TES student-grantees in AY 2018-2019 to submit the documentary requirements duly certified by the School Registrar and a cover letter signed and endorsed by the President/Head of the institutions. **The certification and supporting documentary requirements must be submitted to the CHED Regional Offices on or before October 31, 2019 for validation and verification of the UniFAST Regional Coordinators.**

Following is the classification of documentary requirements required for each category:

CATEGORY	Documentary Requirements
1. Ongoing ESGPPA grantees enrolled in SUCs	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • PWD ID, if applicable
2. Ongoing CHED-TDP grantees in AY 2018-2019	<ul style="list-style-type: none"> • Certification from CHED Regional Office that the student-grantee is a bonafide on-going CHED-TDP beneficiary in AY 2018-2019 • Certificate of Registration • Assessment of Fees • Grade Cards
3. On-going TES student-grantees in AY 2018-2019 who are members of the Listahanan 2.0	<ul style="list-style-type: none"> • Certificate of Registration • Assessment of Fees • PWD ID, if applicable
4. 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
5. Students enrolled in AY 2019-2020 who are part of 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

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"> • A cover letter signed and endorsed by the President of the institution certifying the list of ongoing ESGPPA, ongoing CHED-TDP beneficiaries in AY 2018-2019, ongoing TES grantees in AY 2018-2019 under Listahanan 2.0, and qualified TES grantees in AY 2019-2020 who are officially enrolled in AY 2019-2020 • Signed and certified by the Registrar

