



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

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MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **DR. MARICAR R. CASQUEJO, CESO III**
CHED Regional Office - XI

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

Subject : **PARTICIPATION OF UNIFAST STAFF AND TECHNICAL ASSISTANTS TO THE JOINT ORIENTATION TO BE CONDUCTED BY PEAC AND CHED-UNIFAST ON TERTIARY EDUCATION SUBSIDY (TES) MANAGEMENT SYSTEM (TMS), TES APPLICATION AND ASSESSMENT ON MARCH 12, 2019 AT THE UNIVERSITY OF IMMACULATE CONCEPTION – BAJADA CAMPUS, DAVAO CITY**

Date : 05 March 2019

This has reference to the Memorandum Order No. TES-13-2019 dated February 22, 2019 issued by the OIC Executive Director requesting the assistance of your Office to allow the UniFAST Regional Coordinators and the Accountant of CHED Regional Offices to attend the said Orientation on Tertiary Education Subsidy (TES) Management System to be conducted by Private Education Assistance Committee (PEAC) on March 11-16, 2019.

On the said events, the UniFAST Secretariat will also do orientations on the TES Applications and Assessment and more importantly brief the participant HEIs on the recently approved "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 AY 2018-2019" (UniFAST Board Resolution No. 2019-010), copy of which will be provided the Regional Directors as soon as approved and signed by the Chairperson.

In this regard, **Mr. Yuuki Flores** – Project Technical Staff, **Ms. Violeta D. Galo** and **Mr. Jephthe Muñoz**, Technical Assistants of the UniFAST Secretariat will attend as resource persons on the said orientation. The UniFAST Secretariat requests the assistance of your Office to facilitate the procurement of their respective airfare, transportation, food and accommodation while they are in Davao City. We will arrange and coordinate their itinerary of travel to our UniFAST Regional Coordinators assigned in Region 11.

Thank you for your usual support and cooperation.

