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-28-2019

For : **ALL CHED REGIONAL DIRECTORS AND PRIVATE HIGHER EDUCATION INSTITUTIONS WITH TES GRANTEES**

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

Subject : **DISALLOWANCE OF HONORARIA GRANTED TO EMPLOYEES OF PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) THAT ARE CHARGED AGAINST THE THREE PERCENT (3%) ADMINISTRATIVE SUPPORT COST UNDER THE GUIDELINES ON THE TERTIARY EDUCATION SUBSIDY (TES) DISBURSEMENT AND MONITORING SYSTEM FOR PRIVATE HIGHER EDUCATION INSTITUTIONS WITH VALIDATED TES GRANTEES DURING THE TRANSITORY PERIOD IN ACADEMIC YEAR 2018-2019**

Date : 18 May 2019

During the Orientations on TES Management System (TMS) organized by the Private Education Association Committee (PEAC) in coordination with the UniFAST Secretariat held at various venues nationwide on March 11-16, 2019, there were issues and concerns that were discussed and deliberated during the open forums. One of the major issues was concerning the expenses that may be charged against the three percent (3%) Administrative Support Cost. This pertains to the ***"Honoraria"*** given to regular employees who assisted in processing the student applications and assessment, verification and validation of their respective documentary requirements, and the disbursements of the Tertiary Education Subsidy funds to student-grantees.

The UniFAST Board during its 21st Regular Meeting on April 22, 2019 ruled by virtue of **Board Resolution No. 2019-027** that the said ***"Honoraria"*** is disallowed pursuant to government accounting and auditing rules and regulations. However, meal allowances may be given subject to Commission on Audit (COA) rules and regulations.

Pursuant to the UniFAST Board Resolution No. 2019-027, all private Higher Education Institutions are hereby informed that ***"Honoraria"* is not allowed to be charged against the three percent (3%) Administrative Support Cost and further instructed to strictly comply with Implementing Rules and Regulations of Republic Act No. 10931**.

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