



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

Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
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**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
TES-16-2019**

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

ALL CHED REGIONAL DIRECTORS

ALL UNIFAST REGIONAL COORDINATORS

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

Subject : **TEMPLATES/FORMS FOR LIQUIDATION REPORTS ON THE TERTIARY
EDUCATION SUBSIDY (TES) DISBURSEMENTS AND MONITORING SYSTEM
FOR PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) WITH VALIDATED
TES GRANTEEES DURING THE TRANSITORY PERIOD IN ACADEMIC YEAR
2018-2019**

Date : March 22, 2019

On February 27, 2019, the UniFAST Board approved the Guidelines on the TES Disbursement and Monitoring System for Private Higher Education Institutions with validated TES Grantees during the transitory period in Academic Year 2018-2019. On March 11, 2019, the Commission en Banc as concurred by the CHED National Directorate of all Central and Regional Directors suggested further refinement on the said guidelines which is included in the agenda for ratification/approval of the UniFAST Governing Board during its 20th Regular meeting on March 27, 2019.

In order to facilitate the liquidation process as defined in Section 8 of the Guidelines, the following templates are hereby provided for compliance to fast track the Liquidation within 30-days from receipt of the TES subsidies:

1. TES – 1 Form - General Payroll for Tuition and Other School Fees;
2. TES – 2 Form - General Payroll for Textbook/Stipend and other related cost of education;
3. TES – 3a Form - General Payroll for additional subsidy for Persons with Disabilities (PWDs);
4. TES – 4 Form - Reports on Checks Issued; and
5. TES – 5 Form - Fund Utilization

Please find herewith the attached copies of the sample templates/forms for the Liquidation Reports on the TES Disbursement and Monitoring System for Private Higher Education Institutions with validated TES grantees.

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

Atty. Cinderella Filipina Benitez-Jaro
OIC Executive Director, CHED



GENERAL PAYROLL
TES-1 FORM
(Tuition and Other School Fees)
TERTIARY EDUCATION SUBSIDY (TES) GRANTEES
Academic Year 2018 - 2019

Seq. No.	Student's Profile							First Semester		Second Semester		Student's Signature (use blue ink)	Date Received
	TES Award No.*	Student ID No.	Last Name	Given Name	M.I.	Degree Program	Year Level	Total Assessment in (Php)	TES-1 Excess Amount/Total Amount Refunded in excess of TES-1	Total Assessment in (Php)	TES-1 Excess Amount/Total Amount Refunded in excess of TES-1		
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
TOTAL													

Prepared by:

Certified true and correct by:

Attested by:

(Signature above printed name)

Scholarship Coordinator

(Signature above printed name)

Accountant

(Signature above printed name)

Head/President of HEI



*Note: To be generated by the UniFAST TES Portal System

**GENERAL PAYROLL
TES-2 FORM**

Textbook / other learning materials any firther academic and extracurricular expenses, stipends (including food, lodging, clothing, transpoftation, health / rmedical needs, and school supplies) and other related costs needed to complete the beneficiary's education

TERTIARY EDUCATION SUBSIDY (TES) GRANTEES

Academic Year 2018 - 2019

Seq. No.	Student's Profile							First Semester	Second Semester	Student's Signature (use blue ink)	Date Received
	TES Award No.*	Student ID No.	Last Name	Given Name	M.I.	Degree Program	Year Level	TES-2 Total Amount Received	TES-2 Total Amount Received		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
TOTAL											

Prepared by:

Certified true and correct by:

Attested by:

(Signature above printed name)

Scholarship Coordinator

(Signature above printed name)

Accountant

(Signature above printed name)

Head/President of HEI



*Note: To be generated by the UniFAST TES Portal System

GENERAL PAYROLL
TES-3a FORM
 Financial Subsidy for Persons with Disabilities (PWDs)
TERTIARY EDUCATION SUBSIDY (TES) GRANTEES
 Academic Year 2018 - 2019

Seq. No.	Student's Profile							First Semester	Second Semester	Student's Signature (use blue ink)	Date Received
	TES Award No.*	Student ID No.	Last Name	Given Name	M.I.	Degree Program	Year Level	TES-3a Total Amount Received	TES-3a Total Amount Received		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
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17											
18											
19											
20											
21											
22											
23											
24											
25											
TOTAL											

Prepared by:

Certified true and correct by:

Attested by:

(Signature above printed name)

(Signature above printed name)

(Signature above printed name)

Scholarship Coordinator

Accountant

Head/President of HEI



*Note: To be generated by the UniFAST TES Portal System

**FUND UTILIZATION
TES - 5 FORM
Name of HEI
Address of HEI**

Fund Utilization Report of the TES1/TES2/TES3a/TES3b/Administrative Support Cost (ASC)
as of _____.

Funds received from CHED Regional Office _____

Date	Check Number	Particulars	Amount	
			XXX	
			XXX	
			XXX	XXX
Less: Disbursements				
Date	DV No./Check No.	Particulars	Amount	
			XXX	
			XXX	
			XXX	XXX
Balance				XXX

Certified true and correct by:

(Signature over printed name)
Accountant

Approved by:

(Signature over printed name)
Head/President of HEI

Verified by:

(Signature over printed name)
Internal Auditor