



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-32-2019**

For : **PRESIDENTS / HEADS OF PRIVATE HIGHER EDUCATION INSTITUTIONS  
COMMISSION ON HIGHER EDUCATION REGIONAL DIRECTORS  
UNIFAST REGIONAL COORDINATORS**

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

Subject: **RESOLUTIONS ADOPTED BY THE UNIFAST GOVERNING BOARD ON CERTAIN TERTIARY EDUCATION SUBSIDY ISSUES**

Date : May 27, 2019

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On May 16 and 17, 2019, the Unified Student Financial Assistance System for Tertiary Education (UniFAST) Secretariat conducted a *Nationwide Assessment on the Implementation of the Tertiary Education Subsidy (TES) Program During the Transitory Period, A.Y. 2018-2019*, attended by the UniFAST Regional Coordinators and key officials of the Commission on Higher Education (CHED) Central and Regional Offices. During the said activity, the status of implementation of TES was evaluated, concerns relative to the downloading and disbursement of funds were addressed and gray areas were identified.

Thereafter, on May 23, 2019, during the 22<sup>nd</sup> Regular Meeting of the UniFAST Governing Board, the Secretariat presented issues regarding the use of Administrative Support Cost (ASC) by private Higher Education Institutions (HEIs) that need further policy formulation. Consequently, the Board resolved these matters and adopted the following resolutions:

**1. Board Resolution No. 2019-032 - Extending the Period of Submission of Liquidation Reports Until June 30, 2019**

Under Section 8.0 (2) of Memorandum Circular No. 2019-01 or the "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 Academic Year 2018-2019," the fund utilization report should be submitted by the private Higher Education Institution (HEI) within 30 days upon receipt of fund transfer on TES.

Nevertheless, the Board recognized the fact that there are TES grantees who have not yet claimed their subsidies because classes in A.Y. 2018-2019 already ended and HEIs that have several grantees are in still in the process of distributing subsidies and liquidating funds. In this regard, the Board approved to extend the submission of liquidation reports until June 28, 2019.

**2. Board Resolution No. 2019-033 – Adopting the Guidelines of the Commission on Higher Education (CHED) on the Expenses for Food that may be Charged Against the ASC**

In lieu of overtime pay and honoraria, expenses for food of employees of private HEIs who assisted in processing the student applications and assessment, verification and validation of documentary requirements and disbursement of the TES funds to student-grantees, may be charged against the ASC. The rates shall be based on Sections 5.6 and 5.7 of CHED Administrative Order No. 01, series of 2011. Thus, the amount of Php 75 for snacks and Php 175 - 250 for regular meals may be spent per employee.

**3. Board Resolution No. 2019-034 – Approving the Request of Private HEIs that Expenses Incurred Prior to Downloading of TES Funds may be Reimbursed from the ASC**

The Board acknowledged that during the transitory period, private HEIs incurred expenses prior to receipt of funds from the CHED Regional Offices. Thus, it resolved that expenses incurred from September 10, 2018 may be reimbursed from the ASC subject to proper documentation. Please be advised that Section 4.0 of Memorandum Circular No. 2019-01 provides that the ASC for partner private HEIs, *shall cover activities such as monitoring, expenses on notarization of legal documents, office supplies and materials, hiring of project technical staff or job order, communication, transportation/travel, information communication and technology equipment and/or paraphernalia, remedial / mentoring program and meetings / orientation / general assembly.*

**4. Board Resolution No. 2019-035 – Reminding the Private HEIs to Adhere to the Department of Budget and Management (DBM) Rule on the Php 15,000 Threshold for the Purchase of Equipment**

On the issue of whether the private HEI may purchase equipment in the amount of more than Php 15,000, the Board emphasized that the DBM Rule on the Php 15,000 threshold for the acquisition of equipment should be strictly followed. As such, equipment purchased in relation to the implementation of the TES program in the amount of not more than Php 15,000 may be charged against the ASC.

Please be advised that as co-implementers of the TES program utilizing public funds, all expenses that you will be charging against the ASC shall be subject to government accounting and auditing rules and other pertinent regulations on judicious and prudent use of government funds.

For your information and guidance.

