



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
TES-39-2019**

For : ALL PRESIDENTS/OFFICERS-IN-CHARGE OF STATE UNIVERSITIES AND COLLEGES THAT FAILED TO IMPORT THEIR TES GRANTEES IN THE TERTIARY EDUCATION SUBSIDY (TES) ONLINE PORTAL DURING THE FIRST CALL FOR TES APPLICATION

ALL REGIONAL DIRECTORS
Commission on Higher Education

ALL UNIFAST REGIONAL COORDINATORS

Carmelita Yadao Sison
From : ATTY. CARMELITA YADAO-SISON MNSA, PhD.
OIC, Executive Director IV *YMS*
Unified Student Financial Assistance System for Tertiary Education

Subject: VERIFICATION AND VALIDATION OF THE DOCUMENTARY REQUIREMENTS SUBMITTED BY 5,483 QUALIFIED TERTIARY EDUCATION SUBSIDY (TES) BENEFICIARIES IN THE STATE UNIVERSITIES AND COLLEGES NAMED ABOVE FOR AWARDING OF THE TES STIPENDS IN ACADEMIC YEAR 2018-2019

Date : 08 July 2019

Chairman J. Prospero E. De Vera III approved the routing of the UniFAST Board Resolution No. 2019-045 for approval by the body via referendum regarding the inclusion to the List of Tertiary Education Subsidy (TES) Grantees for A.Y. 2018-2019 the names of 5,483 students that found an exact match in the Listahanan 2.0 as verified by the DSWD-NHTO.

Upon completion of signatures of the Board thereon, the UniFAST Regional Coordinators of the different CHED Regional Office are instructed to conduct validation and verification on the above 5,483 students. Upon completion, payment of their TES subsidy shall be disbursed in accordance with the Guidelines on TES Disbursement During the Transitory Period.

In this connection, all TES focal persons for each State University and College are advised to inform their students who applied and qualified for the TES to submit the documentary requirements listed below for proper verification and validation by the UniFAST Regional Coordinators assigned in the CHED Regional Offices. The deadline for the submission of the documentary requirements shall be on or before July 15, 2019.

The documentary requirements shall be endorsed by the TES focal representative, verified by the University Registrar, and approved by the President of the University/College in a cover letter together with the list of applicants not later than July 22, 2019. All the necessary documents will then be properly transmitted to the Office of the Regional Director of the Commission on Higher Education for final verification and validation process.



The following documentary requirements are required under Listahanan 2.0:

Documents Requirements	Details
1. Certificate of Registration (Registration Form)	Signed by the Registrar With official school dry seal/Certified True Copy Total number of units enrolled (Original Documents)
2. Assessment of Fees	Signed by the School Accountant / Treasurer/Cashier Counter check with total number of units in the COR (Original Documents)
3. PWD ID, if applicable	Certification from the Person with Disability Affairs Office (PDAO), specifying the disabilities

The **UniFAST Regional Coordinators** after completion of the verification and validation of documentary requirements **shall prepare the master list of verified and validated additional qualified TES student-grantees duly attested by CHED Regional Directors**. The list of additional TES grantees shall be endorsed by CHED Regional Directors to the UniFAST Secretariat.

The disbursement of funds intended for the release of TES benefits for State Universities and Colleges shall be handled by CHED and UniFAST Central Office.

Thank you for your full support and cooperation.

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