



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-42-2019**

**For : ALL PRESIDENTS/HEADS OF STATE UNIVERSITIES AND COLLEGES,
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES WITH TES
GRANTEES**

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 *ms*
Unified Student Financial Assistance System for Tertiary Education

**Subject: SECOND REMINDER TO ALL PRESIDENTS/HEADS OF STATE UNIVERSITIES
AND COLLEGES (SUCs) AND CHED-RECOGNIZED LOCAL UNIVERSITIES
AND COLLEGES (LUCs) TO SUBMIT THEIR LIQUIDATION REPORTS ON THE
TERTIARY EDUCATION SUBSIDY (TES) DISBURSEMENTS IN ACADEMIC
YEAR 2018-2019**

Date : 11 July 2019

Pursuant to the (1) Guidelines for Expanded Student's Grants-in-Aid Program for Poverty Alleviation (ESGP-PA) covered under the Universal Access to Quality Tertiary Education Law (R.A. 10931) through the Tertiary Education Subsidy during its transitory period which was approved by the UniFAST Governing Board on March 26, 2018, (2) the Memorandum of Agreement (MOA) signed between CHED-UniFAST and State Universities and Colleges (SUCs) and CHED-Recognized Local Universities and Colleges (LUCs) on June 13, 2018 at the Malacañang Palace in the presence of President Rodrigo Roa Duterte, and (3) the approval of the main Tertiary Education Subsidy guidelines by the UniFAST Board on October 15, 2018, all SUCs and CHED-recognized LUCs with TES student grantees are deemed responsible and held accountable for the funds received from CHED. It is their sole responsibility to prepare the TES billings and liquidation reports on the TES disbursements and revert back to CHED-UniFAST the excess fund (if applicable).



Considering that the TES Online Portal is due to open by the end of July 2019 till the middle of August 2019 once approved by the UniFAST Board, the UniFAST Secretariat therefore reiterates and reminds all Presidents/Heads of SUCs and CHED-recognized LUCs **to submit their Liquidation Reports together with the Narrative Reports on TES disbursement on or before the end of July 2019.**

The Narrative Reports shall include among others the highlights of the TES disbursement events and testimonials from significant recipients/parents, photos, videos, plan of action, and other related information about TES in their respective institutions. Failure to submit the liquidation reports on the set deadline may either restrict SUCs and LUCs from importing or uploading the names of TES applicants into the UniFAST TES Online Portal once the Call for TES applications on AY 2019-2020 is issued by the CHED and UniFAST Board Chairman, or even if allowed to import names to the TES Portal, may not be able to receive the new TES funds unless they have properly liquidated the TES grants in Academic Year 2018-2019.

All UniFAST Regional Coordinators are hereby enjoined to monitor the submission of the billing documents and facilitate the official endorsements of the Liquidation Reports (duly signed by CHED Regional Directors) to **Atty. Carmelita Yadao-Sison MNSA, Ph.D., Officer-in-Charge, Office of the Executive Director IV – Unified Student Financial Assistance System for Tertiary Education (UniFAST).**

For your information and widest dissemination. Thank you for the usual support and cooperation.



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