



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
Email: unifastsecretariat@ched.gov.ph



**MEMORANDUM
TES-50-2019**

For : **ALL PRESIDENTS AND OFFICERS-IN-CHARGE**
Private Higher Education Institutions, State Universities and Colleges,
and CHED-Recognized Local Universities and Colleges

ALL REGIONAL DIRECTORS
Commission on Higher Education

ALL UNIFAST REGIONAL COORDINATORS

From : 
ATTY. FAYE MARIE M. SABATE
OIC, Office of the Executive Director IV

Subject: **SUBMISSION OF DOCUMENTARY REQUIREMENTS BY STUDENTS WHO
QUALIFIED FOR TERTIARY EDUCATION SUBSIDY**

Date : 30 August 2019

In reference to the Memorandum issued by the CHED and UniFAST Chairman, Dr. J. Prospero E. De Vera III, dated July 25, 2019, requiring all Higher Education Institutions to submit the list of enrolled students for the 1st Semester of Academic Year 2019-2020 for the nationwide assessment of Tertiary Education Subsidy (TES) applicants and upon completion of the process of importing the TES applications into the TES Online Portal on midnight of 15 August 2019, it is necessary to conduct a nationwide assessment of all TES applicants in accordance with Memorandum Circular No. 2018-0004 or the *Guidelines on the Implementation of the Tertiary Education Subsidy for Filipino Students*, to properly select the qualified TES beneficiaries.

The aforementioned action is in compliance with the provisions of the TES Guidelines approved by the UniFAST Governing Board at its regular meeting on July 25, 2019. Only after validation and verification process shall the qualified TES beneficiary receive a Notice of Award that will confirm them as bonafide TES grantees.

In this regard, all corresponding TES Focal Persons designated by HEIs with qualified TES applicants are hereby directed to inform their students who qualified for Tertiary Education Subsidy to submit all the necessary documentary requirements listed below for proper validation and verification as mandated under the TES Guidelines.



A cover letter signed by the President and certified by the University/College Registrar should be submitted by the TES Focal Person together with the list of applicants and documentary requirements of the students who qualified for the TES grant. **The deadline for submission to the CHED Regional Offices shall be not later than Friday, September 6, 2019.**

The following are the documentary requirements for each category:

CATEGORIES	DOCUMENTARY REQUIREMENTS
1. Students studying in private HEIs located in cities and municipalities with no SUCs and LUCs provided that the students are residing in the municipality or city where the said private HEI is located	<ul style="list-style-type: none"> • Original or certified true copy of Certificate of Registration, signed by the Registrar, with official school dry seal, specifying the total number of units enrolled; • Original or certified true copy of Assessment of Fees, signed by the School Accountant/Treasurer/Cashier; • Original copy of Certificate of Residency with official dry seal, stating the full name of the student-applicant, address and date of issuance, duly signed by the Punong Barangay; • If applicable, certified true copy of Persons with Disability (PWD) identification card, specifying the disability, issued by the Persons with Disabilities Affairs Office (PDAO).
2. Students who are part of households included in the Listahanan 2.0	<ul style="list-style-type: none"> • Original or certified true copy of Certificate of Registration, signed by the Registrar, with official school dry seal, specifying the total number of units enrolled; • Original or certified true copy of Assessment of Fees, signed by the School Accountant/Treasurer/Cashier; • If applicable, certified true copy of Persons with Disability (PWD) identification card, specifying the disability, issued by the Persons with Disabilities Affairs Office (PDAO).

cc: **J. Prospero E. De Vera III, DPA, CHED and UniFAST Chairperson**
Ronald L. Adamat, Ph.D., CHED Commissioner
Perfecto A. Alibin Ed.D., CHED Commissioner
Lilian A. De las Llagas MSc TM, Ph.D., LI.B., CHED Commissioner
Aldrin A. Darilag Ph.D, RMT, RN, CHED Commissioner
 Philippine Association of State Universities and Colleges
 Association of Local Colleges and Universities
 Coordinating Council for Private Educational Associations

