



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-56-2019

For : **ALL PRESIDENTS/OFFICERS-IN-CHARGE**
State Universities and Colleges (SUCs)

ALL REGIONAL DIRECTORS
Commission on Higher Education

ALL UNIFAST REGIONAL COORDINATORS

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

Subject: **SUBMISSION OF LIQUIDATION REPORTS ON THE DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES) FOR EXPANDED STUDENTS' GRANTS-IN-AID PROGRAM FOR POVERTY ALLEVIATION (ESGP-PA)**

Date : 06 November 2019

On April 25, 2019, the UniFAST Secretariat issued Memorandum No. TES-23-2019 concerning Tertiary Education Subsidy. The documentary requirements for Liquidation Reports concerning the following templates were provided to standardize the Liquidation Reports:

1. TES – 2 Form (General Payroll for Textbook/Stipend and other related cost of education);
2. TES – 3a Form (General Payroll for additional subsidy for Persons with disabilities);
3. TES – 3b Form (General Payroll for additional subsidy for expenses incurred for taking The Licensure or Professional Board Examination);
4. TES – 4 Form (Reports of Checks Issued); and
5. TES – 5 Form (Fund Utilization).

In addition, other required supporting documents to be submitted with liquidation reports are the copies of the Certificate of Registration (CORs) for the first and second semester in A.Y. 2018-2019 duly certified by the school registrar, the photocopy of school IDs of the TES student grantees, and narrative reports with highlights of the TES disbursement events and testimonials.

On October 7, 2019, the UniFAST Secretariat issued Memorandum No. TES-53-2019 concerning the FINAL call for Submission of Liquidation Reports which indicated **October 15, 2019** as the deadline for submission by all participating higher education institutions.



Please be reminded that these Liquidation Reports are part of the requirements that have to be completed and submitted to the UniFAST before processing of payment of TES-ESGP-PA billings for First Semester A.Y. 2019-2020 will be undertaken. To reiterate, failure to submit the required Liquidation Reports and supporting documents may delay the processing of TES-ESGP-PA Billings for A.Y. 2019-2020.

Thank you for your full cooperation and compliance regarding this matter.



Cc.: Dr. J. Prospero E. De Vera III, Chairman, CHED and UniFAST Board
Dr. Ronald L. Adamat, Commissioner, CHED
Dr. Perfecto A. Alibin, Commissioner, CHED
Dr. Lilian A. De Las Llagas MScTM, LLB, Commissioner, CHED
Dr. Aldrin A. Darilag, RMT, RN