



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

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MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

F o r : **DR. MARICAR R. CASQUEJO, CESO III**
Regional Director, CHED Regional Office XI

From : **ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**
OIC, Office of Executive Director IV, UniFAST

Subject: **ADVISORY OF THE PRIVATE EDUCATION ASSISTANCE COMMITTEE REGARDING THE ENCODING OF TERTIARY EDUCATION SUBSIDY (TES) BILLING STATEMENTS IN THE TES MANAGEMENT SYSTEM**

Date : March 6, 2020

This has reference to the letter (Annex "A") dated January 25, 2020, issued by the Private Education Assistance Committee (PEAC) to private Higher Education Institutions (HEIs) regarding the creation of TES Billing Statements in the TES Management System (TMS).

We would like to request all private HEIs to encode all enrollment and school fees information of their TES student-grantees and submit billing statements in the PEAC-TMS. Please note that the UniFAST Secretariat requires the following documents to expedite disbursement of TES payments:

1. TES Billings generated from the PEAC-TMS, certified by the President of the HEI as to the accuracy and correctness of the billing details; and
2. Notarized University / College Registrar's Certification stating the total number of qualified TES student-grantees for 1st and / or 2nd semester of the academic year (print-out and electronic copy) submitted to the CHED Regional Office.

We enjoin all participating private HEIs to create billing statements **on or before March 11, 2020**, using the PEAC-TMS. These statements and other supporting documents should be submitted to the PEAC Regional Secretariat **until March 13, 2020**.

Thank you for your immediate action on this request.

TABLE 1. LIST OF PRIVATE HEIS IN REGION XI WITH NO BILLING SUBMISSION

PHEI Name	Province	City/Municipality
AMA Computer College-Davao	Davao del Sur	City Of Davao
Evangelical Mission College	Davao del Sur	City Of Davao
Jose Maria College	Davao del Sur	City Of Davao
MATS College of Technology	Davao del Sur	City Of Davao
Mindanao Medical Foundation College	Davao del Sur	City Of Davao
Saint Peter's College of Toril	Davao del Sur	City Of Davao
Southeastern College of Padada	Davao del Sur	Padada
St. John Paul II College of Davao	Davao del Sur	City Of Davao
St. Mary's College of Tagum	Davao del Norte	City Of Tagum (Capital)
STI Education Services Group-Davao	Davao del Sur	City Of Davao

cc: Coordinating Council for Private Educational Associations
Private Education Assistance Committee
UniFAST Regional Coordinators