

January 25, 2020

To all TES-participating PHEIs:

We are pleased to inform you that the creation of TES Billing Statements is now available in the TES Management System (TMS). TES-participating PHEIs may access the TMS and encode all required PHEI data and update their grantees' profile before they create their billing statements.

Please read the following guidelines for PHEIs participating in the TES Program.

[PHEI Program Eligibility and Requirements for Participation](#)

PHEIs with enrolled TES Grantees in academic programs listed in the **CHED Registry** are eligible to participate in the TES Program.

TES-participating PHEIs are required to open and maintain an account with the Land Bank of the Philippines (LBP). The account name shall be in the name of the TES-participating PHEI as indicated in the **CHED Registry** and affixed with TES to indicate that the account is for TES payments only (e.g. PHEI Name- TES).

TES-participating PHEIs are also required to create a TES Grantee Folder for each of their TES Grantees. The content of the TES Grantee Folder are as follows:

- Photocopy of Enrolment Assessment Form (EAF)/Certificate of Registration (COR) Per Term
- Photocopy of PWD IDs (For TES-3A Grantees only)
- Photocopy of Proof of Residency (No SUC/LUC PHEIs)
- Photocopy of Certificate of Honorable Dismissal (For transfer-out grantees only)

[TES Computation and Billing Period](#)

As approved by the UniFAST Board, the computation of TES-1, TES-2 and TES-3A per billing period for each TES Grantee in AY 2019-2020 shall be fixed at Php10,000, Php20,000, and Php15,000 respectively. All PHEIs are allowed two billing periods in AY 2019-2020.

The first billing period shall be on the first semester/term/quarter of the academic year. TES Grantees may be included in the second billing period if they are enrolled in the PHEI during this period. This is determined when a PHEI updates the TES Grantee Profile in the TMS. The TMS shall prompt the PHEI if the grantee is enrolled in the second billing period. If enrolled, the grantee shall receive Php20,000 for TES-1, Php40,000 for TES-2, and Php30,000 for TES-3A in the academic year.

The second billing period shall depend on the academic calendar of the PHEI. Please refer to the table below in determining the start of the second billing period:

Academic Calendar	Second Billing Period
Semestral	Start of second semester
Trimestral	Start of second term
Quarterly	Start of third quarter

Billing Statements and Supporting Documents

PHEIs may create their TES Billing Statements for the academic year on or after the start of their second billing period. **TES Billing Statements created in the TMS shall always cover two billing periods.** TES payments, on the other hand, shall be in two tranches. The first tranche shall include payments for the first billing period, while the second tranche shall include the second billing period plus the three percent (3%) administrative fee due to the PHEI.

After creating the TES Billing Statements in the TMS, PHEIs are required to prepare the following documents and folders:

Folder No.	Folder Title	Documents	Copies
Folder 0	Billing Statement	1. TES Billing Statement	5 Copies
Folder 1	PEAC NS	1. STI1 (savings account) or IMI1 (current account) printout from LBP dated on or after June of the current academic year (photocopy may be used)	1 Copy Each
Folder 2	UniFAST Central	1. STI1 (savings account) or IMI1 (current account) printout from LBP dated on or after June of the current academic year (photocopy may be used) 2. TES List of Billed Beneficiaries (downloadable in the TMS)	1 Copy Each
Folder 3	UniFAST RS	1. STI1 (savings account) or IMI1 (current account) printout from LBP dated on or after June of the current academic year (photocopy may be used) 2. Schedule of HEI Fees per academic program 3. TES List of Billed Beneficiaries (downloadable in the TMS)	1 Copy Each
Folder 4	PEAC RS	1. STI1 (savings account) or IMI1 (current account) printout from LBP dated on or after June of the current academic year (photocopy may be used) 2. Schedule of HEI Fees per academic program 3. TES List of Billed Beneficiaries (downloadable in the TMS) 4. Photocopy of Enrolment Assessment Forms per semester/term of all TES Grantees	1 Copy Each
Folder 5	HEI Copy	1. STI1 (savings account) or IMI1 (current account) printout from LBP dated on or after June of the current academic year (photocopy may be used) 2. TES List of Billed Beneficiaries (downloadable in the TMS)	1 Copy Each

These folders and documents shall be submitted to the PEAC Regional Secretariat (PEAC RS) for initial processing.

Processing of TES Payments

PEAC Regional Secretariat

All TES Billing Statements and supporting documents shall be submitted to the PEAC RS for processing (visit peac.org.ph/contact-us for the directory of PEAC RS). The PEAC RS verifies if the TES Billing Statement submitted is existing in the TMS and validates if the details in the printed billing statement match the details in the TMS. The PEAC RS also checks all EAF/COR submitted by the PHEI if it matches the data in the TES Grantee Profile in the TMS. If all of these are in order, the PEAC RS signs the billing statement and forwards it to the PEAC National Secretariat (PEAC NS).

PEAC National Secretariat

The PEAC NS conducts a final review of the billing statements submitted by the PEAC RS. If billing statements are in order, the PEAC NS prepares and certifies the billing statements in batches and submits these along with a List of PHEIs for Payment to the UniFAST Secretariat

UniFAST Secretariat

The UniFAST Secretariat reviews the billing statements and List of PHEIs submitted by the PEAC NS and prepares the request for fund transfer. The request for fund transfer is submitted to the CHED Administration, Finance, and Management Services (CHED AFMS).

Commission on Higher Education

CHED AFMS reviews the request for fund transfer submitted by the UniFAST Secretariat and downloads the required funds to the CHED Regional Office (CHED RO). The CHED RO shall release the TES payments to the PHEI's LBP accounts.

Monitoring of TES Payments

TES-participating PHEIs that have submitted their TES Billing Statement may monitor their TES payments in the TMS. Each TES Billing Statement created in the TMS has a unique billing statement number which may be used to track the TES payments. The status of billing statements can be found under the "Tools" section of the TMS. The table below shows the different statuses and the approximate processing time.

Status	Handling Unit	Approximate Processing Time
On Process (PHEI)	TES-participating PHEI	
On Process (PEAC Regional Secretariat)	PEAC RS	1-2 Weeks
On Hold (PEAC Regional Secretariat)	PEAC RS	
Submitted to PEAC National Secretariat	PEAC RS	1 Week
Received by PEAC National Secretariat	PEAC NS	
On Hold (PEAC National Secretariat)	PEAC NS	
Submitted to UniFAST	UniFAST Secretariat	1 Week
Payment Released	CHED AFMS/CHED RO	1-2 Weeks

Access to the TMS and Program Inquiries

All PHEIs with TES Grantees can get their TMS user credentials in their respective PEAC RS. The directory of PEAC RS can be found at the PEAC website through this link: peac.org.ph/contact-us. The PEAC RS shall only release the credentials to the PHEI-designated user of the TMS. The PHEI-designated user shall

present to the PEAC RS a letter signed by the University/College President authorizing them to receive the user credentials in behalf of the TES-participating PHEI. Access to the TMS shall be through the following link: tms.peac.org.ph. All other TES Program inquiries may be directed to the PEAC RS or the Monitoring and Processing Unit of the PEAC NS.

Please be guided accordingly.

Yours truly,



Rhodora Angela F. Ferrer
Executive Director