



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

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**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**

For : **UNIFAST REGIONAL COORDINATORS**

Through : **CHED REGIONAL DIRECTORS**

Subject : **DEADLINE FOR APPEALS/REQUESTS CONCERNING STUDENTS WHO WERE NOT INCLUDED IN THE LIST OF TES CONTINUING GRANTEES IN AY 2019-2020 DUE TO ADMINISTRATIVE ERROR IN DATA AND EVALUATION OF ELIGIBILITY**

Date : **November 16, 2020**

The Joint Memorandum Circular No. 7 Series of 2019 issued by the Commission on Higher Education (CHED), Unified Financial Assistance System for Tertiary Education (UniFAST) and the Department of Budget and Management (DBM), *Section XXI. Complaints and Grievance – Appeal to the UniFAST Board*, states that the above-mentioned appeal shall be filed within ten (10) working days from the publication of the list of HEIs with TES student-grantees.

In view of this, the submission of such requests from State Universities and Colleges (SUCs), CHED-Recognized Local Universities and Colleges (LUCs) and Private Higher Education Institution will be accommodated by the UniFAST Secretariat only until **Friday, November 20, 2020**.

This is to give enough time to process the correction of data in the TES Online Portal, validation and verification, facilitating TES billing documents and obligation of funds until December 2020. However, please be advised that payment for the approved appeals and grantees will be deferred to Fiscal Year 2021, pursuant to DBM Circular Letter No.2020-12 dated October 23, 2020.

Letter of appeal and support documents with endorsement of CHED Regional Office may be sent electronically to [unifastsecretariat@ched.gov.ph](mailto:unifastsecretariat@ched.gov.ph) copy furnish [askunifast@ched.gov.ph](mailto:askunifast@ched.gov.ph).

All UniFAST Regional Coordinators are hereby advised to immediately disseminate this information to our partner HEIs.

Please be guided accordingly.

  
**ATTY. RYAN L. ESTEVEZ**  
OIC, Office of the Executive Director IV

