



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 FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **CHED REGIONAL DIRECTORS**

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

Subject : **REQUEST FOR ASSISTANCE OF THE UNIFAST REGIONAL COORDINATORS TO COLLECT FROM IDENTIFIED STATE UNIVERSITIES AND COLLEGES (SUC) AND CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUC) RELATIVE TO THE REQUIRED SUPPORTING DOCUMENTS FOR TERTIARY EDUCATION SUBSIDY DISBURSEMENT IN AY 2018-2019**

Date : 2 March 2020

In order to facilitate and expedite the release of the tertiary education subsidy (TES) grants in the 1st Semester, AY 2019-2020, all state universities and colleges (SUCs) and CHED-recognized local universities and colleges (LUCs) are required to comply with the needed supporting documents on the Liquidation Reports of disbursements in AY 2018-2019.

Moreover, the UniFAST Secretariat requests the assistance of your office to allow the UniFAST Regional Coordinators to visit the identified SUCs and CHED-recognized LUCs with compliance issues **on or before March 13, 2020** to collect the needed supporting documentary requirements and ensure compliance from these institutions. Furthermore, they are also advised to coordinate with the UniFAST personnel in-charge concerning the details of the compliance issues on their respective SUCs and LUCs.

Thank you for your usual support and cooperation.

cc: Dr. J. Prospero E. De Vera III
Chairman, CHED and UniFAST Board

UniFAST Regional Coordinators

