



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](mailto:unifastsecretariat@ched.gov.ph)



For : **CHED REGIONAL DIRECTORS**

**UNIFAST ICT UNIT**

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

Subject: **REQUEST OF CERTAIN CHED REGIONAL OFFICES TO OPEN THE TERTIARY EDUCATION SUBSIDY (TES) ONLINE PORTAL TO UPDATE RECORDS OF GRANTEES**

Date : 20 April 2020

---

Please be advised that the TES Online Portal will be opened for updating as soon as all CHED Regional Offices have completed the manual delisting of the identified differences and the certifications have been submitted to the UniFAST Central Office. The certification must be supported by an updated master list and an assessment specifying the differences, the names that will be delisted and retained, the application numbers and reasons for delisting pursuant to TES Memorandum 08-2020.

When the TES Online Portal is open for updating, it shall be made accessible only to the CHED Regional Offices and UniFAST Secretariat. The higher education institutions should not be allowed to access and view the contents of the TES Online Portal while the process is ongoing.

Furthermore, in preparation for the viewing of the TES online portal for HEIs, please submit an electronic copy of an updated list of TES Focal Persons to [unifastsecretariat@ched.gov.ph](mailto:unifastsecretariat@ched.gov.ph), on or before May 6, 2020. The list should be prepared by the UniFAST Regional Coordinators and certified by the CHED Regional Directors. This is to ensure that the said focal persons are authorized by their HEIs to access/view the information of their students, in compliance with the applicable provisions of R.A. 10173 or the Data Privacy Act.

Thank you.

