



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)



**MEMORANDUM**

TES-12-2020

For : **CONCERNED STATE UNIVERSITIES AND COLLEGES AND CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES**

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

Subject: **TERTIARY EDUCATION SUBSIDY (TES) CHECKS FOR THE 1<sup>ST</sup> SEMESTER, AY 2019-2020 TO BE DEPOSITED TO THE ACCOUNTS OF IDENTIFIED STATE UNIVERSITIES AND COLLEGES AND CHED-RECOGNIZED LOCAL UNIVERSITIES AND SUBMISSION OF OFFICIAL RECEIPTS**

Date : 21 May 2020

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Please be advised that upon consultation with the Commission on Audit, the release of TES checks for the first semester of AY 2019-2020 to SUCs and LUCs that have not fully liquidated TES funds received in AY 2018-2019, shall be allowed only during this pandemic.

In this regard, may we request the concerned Presidents of the SUCs and LUCs to submit to UniFAST a written notice stating that your institution agrees to deposit the TES checks to your bank account.

Kindly send a scanned copy of the written notice on or before May 27, 2020 to [unifastsecretariat@ched.gov.ph](mailto:unifastsecretariat@ched.gov.ph).

Furthermore, an official receipt (OR) must be issued within three (3) days upon receipt of TES funds. The OR shall correspond to the amount received and with the Commission on Higher Education as payor. Please send a scanned copy of the OR to abovementioned e-mail address.

The original copies of the notice and OR should be submitted once the order on the enhanced community quarantine is lifted.

Thank you.

