



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

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**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
TES-06-2020**

For : **ALL PRESIDENTS AND REGISTRARS**
State Universities and Colleges and
CHED-Recognized Local Universities and Colleges
Private Higher Education Institutions

ALL REGIONAL DIRECTORS
Commission on Higher Education

**ALL UNIFAST REGIONAL COORDINATORS AND
THE UNIFAST ICT UNIT**

From : 
ATTY. CARMELITA YADAO-SISON MNSA, Ph.D.
OIC Executive Director IV

Subject : **VALIDATION AND VERIFICATION PROCESS OF QUALIFIED
CONTINUING TERTIARY EDUCATION SUBSIDY (TES) GRANTEES WHO
DID NOT ENROL IN THE FIRST SEMESTER OF ACADEMIC YEAR (AY)
2019-2020 BUT ARE CURRENTLY ENROLLED IN THE SECOND
SEMESTER OF AY 2019-2020**

Date : 24 January 2020

This has reference to the appeal of TES grantees in AY 2018-2019 who did not enroll in the first semester of AY 2019-2020 but are currently enrolled in the second semester of AY 2019-2020. These TES grantees are requesting that they be considered as continuing grantees in AY 2019-2020 and consequently allow them to receive their TES grants for the second semester of AY 2019-2020.

During the 26th Regular Meeting of the UniFAST Governing Board on January 24, 2020, the Board approved through Resolution No. 2020-005 that a TES student-grantee who did not enroll for a certain semester should still be considered as continuing grantee provided that: (1) the leave of the student should only be for one (1) semester; (2) there is a duly filed official leave of absence; and (3) the student is still eligible to avail of the benefits of the TES as prescribed under the TES Guidelines.

Based on the result of the assessment conducted by the UniFAST Regional Coordinators during the first semester of AY 2019-2020, the Regional Coordinators identified **25,250 qualified TES grantees in AY 2018-2019** who were verified and validated as either *"not enrolled in the first semester of AY 2019-2020 or transferred to another school"*.



In this regard, there is urgent need to assess and validate the documentary requirements of continuing TES grantees who are enrolled in the second semester of AY 2019-2020. The UniFAST Secretariat therefore requests all concerned public and private HEIs to submit to their CHED Regional Offices the documentary requirements of continuing TES grantees who did not enrol in the first semester of AY 2019-2020 but are currently enrolled in the second semester of AY 2019-2020 so they can be validated as to their eligibility to avail of the TES in AY 2019-2020. **The HEIs are given until February 14, 2020 to submit the documentary requirements** so that the UniFAST Regional Coordinators can immediately proceed to conduct the validation and verification process.

The UniFAST ICT unit is instructed to immediately assist the UniFAST Regional Coordinators in updating the student record in the TES database and repost the names of qualified continuing TES grantees into the TES Online Portal who are currently enrolled in the second semester of AY 2019-2020 in order that the concerned HEIs may start submitting the corresponding documentary requirements upon issuance of this notice.

After the validation and verification process is completed, the UniFAST Regional Coordinators, shall issue certification as to the veracity of the documentary requirements submitted by the HEIs and endorse to the UniFAST Secretariat the official roster of verified and validated TES student-grantees who enrolled in the second semester AY 2019-2020, duly attested by the Regional Director of CHEDRO. **These Certification should be submitted to the UniFAST Secretariat on or before February 24, 2020.**

For the immediate action of all parties concerned.



Cc: **Dr. J. Prospero E. De Vera III**
Chairman, Commission on Higher Education
and the UniFAST Governing Board