



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-09-2020

For : **MARICAR R. CASQUEJO, Ph.D., CESO III**  
Director IV, CHED Regional Office XI

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

Subject: **TERTIARY EDUCATION SUBSIDY OF GRANTEES ENROLLED IN PRIVATE HIGHER EDUCATION INSTITUTIONS FOR THE FIRST SEMESTER OF AY 2019-2020**

Date : **04 April 2020**

The UniFAST Secretariat forwards to your Office the following documents as your reference in the disbursement of the Tertiary Education Subsidy (TES) to grantees enrolled in private Higher Education Institutions (HEIs):

1. TES billings of private HEIs endorsed by the Private Education Assistance Committee;
2. Master list of grantees;
3. Payroll template; and
4. TES sharing agreement.

Please release the master list to the designated data protection officers of the private HEIs.

Pursuant to R.A. 10173 or the Data Privacy Act of 2012, kindly ensure the confidentiality of the personal information and other details of the student-grantees.

Thank you.

