



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-10-2020

For : **REGIONAL DIRECTORS**  
Commission on Higher Education (CHED)

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

Subject: **DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY FUNDS TO GRANTEES ENROLLED IN PRIVATE HIGHER EDUCATION INSTITUTIONS**

Date : 10 May 2020

Please be informed that per UniFAST Board Resolution No. 2020-006, the Board approved the disbursement of Tertiary Education Subsidy (TES) funds for AY 2019-2020, from the CHED Central Office to the private Higher Education Institutions (HEIs) through the CHED Regional Offices.

In this connection, CHED Regional Offices shall prepare the disbursement documents needed in order to release the TES to private HEIs with enrolled qualified grantees, as follows:

1. Obligation Request and Status;
2. Disbursement Voucher duly signed by the CHED Regional Director;
3. Billing Statements submitted by the Private Education Assistance Committee (PEAC) to UniFAST; and
4. Memorandum of Agreement between CHED-UniFAST and the private HEIs.

We reiterate that the billings generated by PEAC submitted to the UniFAST Secretariat is a result of the agreement entered into by the UniFAST Governing Board and PEAC for purposes of facilitating the implementation of the TES program in private HEIs.

Please be advised that the TES beneficiaries in the masterlist provided to CHED Regional Office attached to TES Memorandum 09-2020 was vetted by the UniFAST Secretariat following the instructions and approval of the UniFAST Governing Board. As such, these identified students are legitimate recipients of TES.

Furthermore, during the 28<sup>th</sup> Regular Meeting of the UniFAST Board on May 8, 2020, the Board passed resolution allowing the Administrative Support Cost allocation to be used by public and private HEIs in paying the remittance cost of sending TES benefits to grantees, during this COVID-19 pandemic, in case the grantees will not be able to personally claim their subsidies. However, HEIs should ensure that the payroll shall be signed as soon as the student-grantees are required to return to their respective campuses.

For your information and guidance.

