



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-16-2020

For : ALL PRESIDENTS AND OFFICERS-IN-CHARGE OF PRIVATE HIGHER EDUCATION INSTITUTIONS, STATE UNIVERSITIES AND COLLEGES, AND CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES

ALL CHED REGIONAL DIRECTORS

ALL UNIFAST REGIONAL COORDINATORS

From : ATTY. RYAN L. ESTEVEZ
 OIC Executive Director IV

Subject : TIMELINE FOR PROCESSING TERTIARY EDUCATION SUBSIDY (TES) APPLICATIONS IN ACADEMIC YEAR 2020-2021

Date : 10 August 2020

Pursuant to UniFAST Memorandum No. TES-15-2020 dated August 3, 2020, which officially announced the opening of the TES Online Portal for TES applications in Academic Year 2020-2021 for inclusion in the nationwide assessment of TES applications, please find below the chronology of activities, timeline of processing and indicative timeline for distribution of TES grants for the new TES applications and continuing TES grantees:

TIMELINE FOR NEW TES APPLICATION Academic Year 2020-2021			
	Activities	Responsible Person/ Office/ Institution	Timeline
1.	▪ Call for TES Application	UniFAST/CHEDROs/HEIs	August 3-7, 2020
2.	▪ Submission of NEW TES Applications to HEIs. ▪ Import of data of the NEW TES applicants currently enrolled in the First Semester, AY 2020-2021. ▪ Submission of the documentary requirements of new TES	Students HEIs HEIs	August 10-31, 2020



	applicants under the PNSL category.		
3.	<ul style="list-style-type: none"> ▪ Nationwide Assessment of NEW TES Applications (Matching of the names of TES Applicants against the Listahanan 2.0 of DSWD) 	UniFAST	September 1-7, 2020
4.	<ul style="list-style-type: none"> ▪ Submission of the documentary requirements of new TES applicants selected under the Listahanan 2.0 category. ▪ Validation and Verification of Documentary Requirements ▪ Review of validated list of CHEDRO ▪ Data Cleaning and Final Review of validated and verified grantees 	HEIs CHEDROs Regional Coordinators HEIs UniFAST ICT Regional Coordinators	September 8-15, 2020
5.	<ul style="list-style-type: none"> ▪ Submission of certified List of verified and validated NEW TES grantees 	CHEDROs	September 16-21, 2020
6.	<ul style="list-style-type: none"> ▪ Approval of the UniFAST Board of the Master List of Qualified NEW TES grantees 	UniFAST	September 22-25, 2020
7.	<ul style="list-style-type: none"> ▪ Processing of fund transfer to CHEDROs for the payment of TES grants for private HEIs. Subject to the release of funds. ▪ Submission of Billing Documents from HEIs to PEAC TMS Portal for private HEIs ▪ Preparation of master list and other supporting documents for the disbursement of TES for public HEIs 	UniFAST CHED -AFMS HEIs PEAC UniFAST CHED-AFMS	September 23-30, 2020
8.	<ul style="list-style-type: none"> ▪ Distribution of TES grants to the beneficiaries (subject to release of funds) 	UniFAST/CHEDROs/HEIs	October 1-15, 2020

TIMELINE FOR CONTINUING TES GRANTEES			
Academic Year 2020-2021			
	Activities	Responsible Person/ Office/ Institution	Timeline
1.	<ul style="list-style-type: none"> ▪ Submission of documentary requirements of TES grantees including CHED-TDP beneficiaries under TES ▪ Validation and Verification of Documentary Requirements ▪ Submission of certified list of verified and validated TES grantees by CHEDROs ▪ Review of validated list of CHEDROs ▪ Data Cleaning by ICT Unit and Final Review of validated and verified grantees 	<p style="text-align: center;">HEIs</p> <p style="text-align: center;">CHEDROs Regional Coordinators</p> <p style="text-align: center;">CHEDROs Regional Coordinators</p> <p style="text-align: center;">HEIs</p> <p style="text-align: center;">UniFAST ICT Regional Coordinators</p>	August 3-31, 2020
2.	<ul style="list-style-type: none"> ▪ Processing of fund transfer to CHEDROs for payment of TES grants to private HEIs (Subject to the release of funds) ▪ Submission of Billing Documents by private HEIs to PEAC TMS Portal ▪ Preparation of master list and other supporting documents for the disbursement of TES to public HEIs 	<p style="text-align: center;">UniFAST CHED -AFMS</p> <p style="text-align: center;">HEIs PEAC</p> <p style="text-align: center;">UniFAST CHED-AFMS</p>	September 1-21, 2020
3.	<ul style="list-style-type: none"> ▪ Distribution of TES grants to beneficiaries (subject to release of funds) 	UniFAST/CHEDROs/HEIs	October 1-15, 2020

All concerned offices and institutions are hereby enjoined to comply with the above schedule to fast track and expedite the issuance of the certification of the validated list of qualified TES grantees for AY 2020-2021 by the UniFAST Regional Coordinators and duly endorsed by the Regional Director of the Commission on Higher Education. These certifications

will be among the supporting documents to facilitate the downloading of TES grants by the end of October 2020, subject to release of funds.

In view thereof, may we request the assistance of CHED Regional Offices to disseminate this information to all HEIs in the region. Moreover, the UniFAST Regional Coordinators are also enjoined to monitor and ensure the HEIs submit all their TES applications and the supporting documentary requirements within the given timeline.

Thank you for your full support and cooperation.

cc: Dr. J. Prospero E. De Vera III
Chairman, CHED and UniFAST Board