Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education
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MEMORANDUM FROM THE EXECUTIVE DIRECTOR
TES-13-2020

For : **CHED REGIONAL DIRECTORS**

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

Subject: **SUBMISSION OF CERTIFICATION ON THE STATUS OF TERTIARY EDUCATION SUBSIDY (TES) GRANTEES ISSUED BY THE REGISTRAR**

Date : 29 May 2020

Pursuant to UniFAST Board Resolution Nos. 2019-094, 2019-098 and 2020-005, TES grantees shall be deemed as continuing grantees in the succeeding semesters/ academic years, subject to continued eligibility of the student and availability of funds. In addition, a grantee who did not enroll in a certain semester will be considered as continuing grantee provided that: (1) the leave of the student should only be for one (1) semester in an academic year; (2) there is a duly filed official leave of absence; and (3) the student must not be ineligible to avail of the benefits of TES as stated in the Implementing Rules and Regulations of RA 10931.

In this connection, please request all HEIs to submit to the CHED Regional Office, on or before June 5, 2020, a certification providing the status of the grantees such as enrolled or did not enroll in the 1st and/or 2nd semester of AY 2019-2020, have transferred to another campus / HEI, on leave of absence, not readmitted, dropped from the roll, expelled, excluded or deceased. The certification shall be signed by the Head of the institution and the Registrar.

Furthermore, based on the Certification issued by the HEIs, the UniFAST Regional Coordinators shall update the TES Online Portal until June 22, 2020. Please be informed that when the TES Online Portal is open for updating, it shall be made accessible only to the CHED Regional Offices and UniFAST Secretariat.

Kindly submit to the UniFAST Central Office on June 23, 2020, a certification with the master list of qualified TES student grantees for the 2nd Semester, AY 2019-2020, and a separate list of grantees delisted indicating the reason/s for such action. The said documents shall be prepared by the UniFAST Regional Coordinators and attested by the CHED Regional Director.

Thank you for the usual support and cooperation.