



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

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**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**

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

Thru : **ATTY. LILY FREIDA C. MACABANGUN-MILLA, CESO IV**  
Officer-in-Charge, Office of the Executive Director IV

From :   
**ATTY. RYAN L. ESTEVEZ**  
OIC, Office of the Executive Director IV, UniFAST Secretariat

Subject : **REQUIREMENT TO SUBMIT STUDENT ID WITH SIGNATURE FOR THE PAYMENT OF BILLING OF TULONG DUNONG PROGRAM (TDP) GRANTEES**

Date : May 26, 2021

This has reference to your letter dated April 27, 2021 requesting that only Certificates of Registration (COR) issued by the School Registrar be submitted for the processing of payments for Tulong Dunong Program (TDP) Grantees, without need for submitting photocopy of ID with signature. The said suggestion is in view of the problems encountered in complying with documentary requirements due to the COVID-19 pandemic.

Kindly be advised that the requirement to submit IDs is essential in order to countercheck whether the COR submitted pertains *indeed* to an existing student. Also, what is only required is the submission of student IDs with signature *in PDF format*. This requirement may be easily submitted by the Higher Education Institutions (HEIs) to the CHEDROs if these Institutions have on file electronic copies of their students' IDs. Otherwise, the students may be requested to scan or take a photo of their IDs with signature to be sent to the TES Focal Person of their HEI for collation and submission to the CHEDRO.

For your guidance. Thank you.

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

