Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education
Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
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MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

TO : **CHED REGIONAL DIRECTORS AND OFFICERS-IN-CHARGE**
UNIFAST REGIONAL COORDINATORS
CHED ADMINISTRATIVE, FINANCIAL & MANAGEMENT SERVICE (AFMS)
ALL HIGHER EDUCATION INSTITUTIONS COVERED BY R.A. NO. 10931

THRU : **ATTY. LILY FREIDA C. MACABANGUN-MILLA, CESO IV**
Officer-in-Charge, Office of the Executive Director IV
Commission on Higher Education

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

SUBJECT : **TULONG DUNONG PROGRAM TERTIARY EDUCATION SUBSIDY (TDP-TES) BILLING FORMS**

DATE : **July 02, 2021**

For purposes of uniformity and standardization in the process of disbursing funds for grantees of the Tulong Dunong Program – Tertiary Education Subsidy (TDP-TES), the CHED Regional Offices who have yet to require billing statements from their respective higher education institutions (HEIs) may use the attached template for “Annex A” as stated in Section 8.2.b.i. of UniFAST Memorandum Circular No. 2, series of 2021.

To serve as a record of release of benefits to the TDP-TES grantees, CHEDROs may use “Annex B” or the template for the payroll to be signed by the grantees as stated in Section 9 of said Memorandum Circular.

For your guidance. Thank you.