

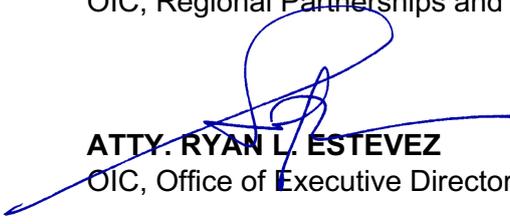


MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

To : **MR. JAY-R REDITA**
MR. BRIAN CALMA
MR. MOISES RIGOR RAMIREZ
MR. MARVIN HARROULD KHO
MS. JASPER SARAH ESTRADA
MS. AICIE JAMES RAÑISESS
MS. FAUZIAH GERINE REY
MR. JAN PAOLO VEGA

Thru : **CHEDRO IV REGIONAL DIRECTOR**
CHEDRO V REGIONAL DIRECTOR
CHEDRO VIII REGIONAL DIRECTOR
CHEDRO X REGIONAL DIRECTOR
CHEDRO XI REGIONAL DIRECTOR

MR. JOHN ANDREW K. BEGAFRIA
OIC, Regional Partnerships and Field Operations, and ICT

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

Subject: **DEVELOPMENT OF THE BILLING SYSTEM OF THE UNIFAST TES MANAGEMENT SYSTEM**

Date : **15 April 2021**

The UniFAST is the arm of the Commission on Higher Education (CHED) tasked to reconcile, improve, strengthen, expand, and harmonize all government-funded modalities of Student Financial Assistance Programs (StuFAPs) for tertiary education in both public and private institutions.

With the thrust of this administration in efficiently streamlining delivery of public services to its stakeholders and clients, **Mr. Jay-R Redita**, and **Mr. Brian Calma** are hereby directed to be the project leads to develop the UniFAST billing system as augmentation of the UniFAST TES Management System. Accordingly, **Ms. Fauziah Gerine Rey** and **Mr. Jan Paolo Vega** will serve as project consultants, and **Mr. John Andrew Begafria** will manage and oversee the whole project.

To fast-track the development, the following Regional Coordinators are also directed to be the project team members to develop the system:



1. **Mr. Moises Rigor Ramirez** (Region 4)
2. **Mr. Marvin Harrould Kho** (Region 10)
3. **Ms. Jasper Sarah Estrada** (Region 11)
4. **Ms. Aicie James Rañises** (Region 11)

In the exigency of public service, the aforementioned employees are tasked with the following:

- 1) Identify and develop the particular modules and systems needed to ensure streamlined and efficient billing procedures that will reduce processing time
- 2) Secure UniFAST data integration and security
- 3) Monitor instructions and submit project development updates in the Jira Software under ICT Projects
- 4) Report and comply to the designated Project Leads, **Mr. Jay-R Redita** and **Mr. Brian Calma**, and **Mr. John Andrew Begafria**
- 5) Start project development on **April 19, 2021**, with a duration of 60 days.

Meals, and communication expenses for the aforementioned team and UniFAST staff for the duration of this project development shall be charged to their respective Maintenance and Other Operating Expenses (MOOE) allocated operating expenses of UniFAST in accordance with the existing government accounting and auditing rules and regulations.

We seek the indulgence of our CHED Regional Directors concerned to allow our UniFAST Regional Coordinators to do these tasks in addition to their regular functions in the CHED-UniFAST Regional Offices.

Please see attached project timelines for details.

Thank you very much for your usual cooperation.