



## MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **ALL UNIFAST REGIONAL COORDINATORS**

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

**ALL CHED REGIONAL DIRECTORS**

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

Subject: **REITERATING DEADLINE FOR THE VALIDATION AND VERIFICATION  
PROCESS OF THE BATCH 1 AND BATCH 2 OF TULONG-DUNONG  
PROGRAM (TDP) GRANTEES FOR FIRST SEMESTER OF AY 2020-2021**

Date : **31 May 2021**

The Office of the Executive Director recently released a memorandum dated May 26, 2021 on the deadline for submission of documentary requirements relative to Tulong Dunong Program (TDP). In view of the recent appeals received by the UniFAST, the Office of the Executive Director approved processing of TDP applicants to fast-track validation and provided the decision to address the bottlenecks.

In line with this, please be informed that ***the final deadline of validation and verification process for the TDP student grantees for Batch 1 is due on 31 May 2021, Monday.***

Thereafter, the UniFAST Regional Coordinators shall perform the following:

- Issue a Certification certifying to the veracity of the documentary requirements submitted by the HEIs and endorsing to the UniFAST Secretariat the official roster of the TDP student-grantees.
- Generate the Notice of Award and Certificate of Award, and distribute to the TDP grantees.
- Proceed with the billing process for HEIs with 100% validation.
- After receiving the official masterlist from the UniFAST Secretariat, immediately proceed with processing documents for disbursement of the grants.

Subsequently, the processing of the TDP applicants included in Batch 2 will immediately start on 1 June 2021, Tuesday, right after the closing of validation of the TDP Batch 1. Therefore, the deadline of *validation and verification process for the TDP student grantees for Batch 2 is due on 18 June 2021, Friday.*

Thank you for your cooperation and immediate compliance.

