



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **ALL REGIONAL COORDINATORS
ALL CHED REGIONAL DIRECTORS**

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

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

Subject: **TEMPLATE TO FAST-TRACK THE TULONG DUNONG PROGRAM (TDP)
VALIDATION OF DOCUMENTARY REQUIREMENTS**

Date : **20 May 2021**

The Office of the Executive Director recently released a memorandum dated May 3, 2021 further extending the deadline for submission of documentary requirements relative to Tulong Dunong Program (TDP) for the third (3rd) time. This is due to numerous appeals received by the UniFAST from HEIs and students who are experiencing difficulties in acquiring documentary requirements brought about by the COVID-19 pandemic which has been one of the vital causes for the delay in validation and processing of the TDP. In addition, some areas are under MECQ which make it more difficult for the students to access their HEIs that have implemented a no-contact policy.

In view thereof, to expedite the validation and verification process of documentary requirements for the TDP, attached herewith is the approved template to serve as an alternative to the two (2) essential requirements which are the Certified True Copy of Grades, and Certificate of Registration. Subsequently, the HEI registrar will be requested by the CHEDROs to accomplish and sign the template containing their grantees' details of the aforementioned requirements under the UniFAST guidelines.

On another note, **the documentary requirements as required under the guidelines will still be collected by the CHEDROs on or before and as pre-requisite for the disbursement of the TDP grants.**

Please be guided accordingly. Thank you.



