



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 : **CHED REGIONAL DIRECTORS AND OFFICERS-IN-CHARGE**
UNIFAST REGIONAL COORDINATORS

THROUGH : **ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**
Executive Director IV, CHED

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

SUBJECT : **REITERATION OF COMPLIANCE IN THE GUIDELINES ON THE DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES)-3B**

DATE : **November 29, 2021**

Pursuant to the UniFAST Memorandum Circular No. 01 series of 2021 "Supplemental Guidelines on the Disbursement of Additional Grants for Tertiary Education Subsidy (TES) Beneficiaries in Programs Requiring Professional License or Certification or TES-3B", the UniFAST Secretariat would like to emphasize strict compliance on the guidelines regarding the submission of the supporting documents in order to avail of the reimbursement of TES-3B claims.

In this regard, the UniFAST Secretariat invites your attention to the following provisions under **Section 3.5** of the said Guidelines stating that:

Upon **RECEIPT** of documentary requirement, the UniFAST Regional Coordinators shall validate the TES-3B claims based on the following rules:

- (a) If the claim is for allowable expenses, the amount claimed shall be endorsed for reimbursement;
- (b) If the claim is for allowable expenses and exceed PhP10,000, only the maximum amount of TES-3B shall be endorsed for reimbursement
- (c) If a specific amount in the claim is not for allowable expenses, said amount shall be disallowed for reimbursement;
- (d) If the claim is beyond the period of validity of claims under 3.0 hereof, the claim shall be disallowed.

For your guidance and strict compliance.

