



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **CHED REGIONAL DIRECTORS**
UNIFAST REGIONAL COORDINATORS

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

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

Subject : **SUPPLEMENTAL GUIDELINES ON THE DISBURSEMENT OF TES-3B AND GUIDELINES ON THE IMPLEMENTATION OF THE TULONG DUNONG PROGRAM FOR A.Y. 2020-2021 AND ONWARDS**

Date : **03 MARCH 2021**

Pursuant to the *Universal Access to Quality Tertiary Education Act (UAQTEA)* or R.A. No. 10931, Section 7(e), an amount of subsidy for the one (1)-time cost of obtaining the first professional credentials or qualifications for a student in a program requiring professional license or certification, which may include the following: application fees, notarial fees, review classes fees, insurance premium fees, and documentation fees, shall be covered under the UAQTEA.

Likewise, in accordance to the Special Provision No. 3 under the F.Y. 2020 CHED budget, the implementation of the Tertiary Education Subsidy (TES) shall cover both the existing or ongoing grantees under the Tulong Dunong Program (TDP) and new students deserving of financial assistance grants, provided that all beneficiaries shall be subject to the same subsidy rates, requirements, liquidation procedures, and any other guidelines of the TES.

Relative to the above provisions, the UniFAST respectfully provides you the herein attached Guidelines for your reference and guidance:

1. **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; and
2. **UniFAST Memorandum Circular No. 02, Series of 2021**
Guidelines on the Implementation of the Tulong Dunong Program for Academic Year 2020-2021 and Onwards

Thank you.





Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

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MEMORANDUM CIRCULAR NO. 01
Series of 2021

TO : COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL AND
CHED REGIONAL OFFICES
STATE UNIVERSITIES AND COLLEGES (SUCs)
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES
(LUCs)
PRIVATE HIGHER EDUCATION INSTITUTIONS (Private HEIs)
OTHER CONCERNED STAKEHOLDERS

SUBJECT : SUPPLEMENTAL GUIDELINES ON THE DISBURSEMENT OF
ADDITIONAL GRANTS FOR TERTIARY EDUCATION SUBSIDY
(TES) BENEFICIARIES IN PROGRAMS REQUIRING
PROFESSIONAL LICENSE OR CERTIFICATION OR TES-3B

RATIONALE

These Guidelines are being issued to supplement Joint Memorandum Circular (JMC) No. 7 series of 2019 or the *Guidelines on the Tertiary Education Subsidy (TES) Program Pursuant to Special Provision (SP) No. 3, CHED Budget on Republic Act No. 11260 or the General Appropriations Act of FY 2019* on the provisions concerning the disbursement of additional grants to subsidize the one (1) time cost of obtaining the first professional credentials or qualifications, denominated as TES-3B, for TES grantees in programs requiring professional license or certification.

Section 1. FINANCIAL BENEFIT

The maximum amount of ten thousand pesos (PhP 10,000.00) will be given to TES grantees who graduated from programs requiring professional license or certification on a reimbursement basis to subsidize the one (1) time cost of obtaining the first professional credentials or qualifications, which may include the following: application fees, notarial fees, review classes fees, insurance premium fees and documentation fees.

Section 2. PERIOD OF VALIDITY OF CLAIMS

The period of validity of TES-3B claims, within which claimants are allowed to claim their TES-3B reimbursements, shall be two (2) fiscal years covering the period starting from the claimant's date of graduation. Claimants who submitted their claims prior to the issuance of this guidelines shall be given due course.

Section 3. AVAILMENT PROCEDURES

3.1. All higher education institutions (HEIs) with TES grantees shall submit to their respective CHED Regional Office (CHEDRO) within two (2) weeks after the end of an academic year the list of TES grantees who graduated in the recently concluded academic year from programs requiring professional license or certification. Said list must contain the grantee's last name, given name, middle initial, birth date, TES Award Number and Degree Program and must be certified to be true and correct by the HEI's registrar and formally endorsed by the HEI's President or Head and must be accompanied by Certificates of Graduation of the grantees.

3.2. The UniFAST Regional Coordinators assigned in the CHEDRO shall validate the submitted list of graduates as to their inclusion in the region's masterlist of TES beneficiaries of the recently concluded academic year. Said list shall be updated annually and shall serve as basis for the release of TES-3B reimbursements.

3.3. TES-3B submitted within the period of validity of the claims shall be processed. TES-3B claimants must submit to their HEIs within the period of validity the following documentary requirements:

- (a) Notarized Letter of intent to be reimbursed through TES-3B;
- (b) Official receipt from Professional Regulation Commission (PRC) for application or examination fees, and
- (c) Official Receipts from any of the following for allowable expenses:
 - i. Notary Public for notarial fees;
 - ii. Review Center for review center fees;
 - iii. Insurance company for insurance premium fees;
 - iv. HEI, PSA, BIR, NBI, for the issuance of Transcript of Records, Birth and (if applicable) Marriage Certificates, Documentary Stamps, NBI Clearance, and Certificate of Good Moral Character; and
 - v. Other entities or institutions for expenses necessary to comply with the requirements for licensure examinations.

3.4. HEIs shall submit the consolidated and complete documentary requirements together with a summary of claimants and documentary requirements submitted to their respective CHEDROs.

3.5. Upon receipt of documentary requirements, 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 exceeds PhP 10,000, only the maximum amount of TES-3B shall be endorsed for reimbursement;
- (c) If a specific amount in the claim is not for an allowable expense, 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.

3.6. Upon complete validation of the UniFAST Regional Coordinators, the CHEDRO shall issue a memorandum signed by the Regional Director endorsing for approval of the UniFAST Secretariat the list of approved TES-3B claims in the region.

3.7. TES-3B shall be released through any of the following methods:

(a) Through LANDBANK Cards

The UniFAST Executive Director or any authorized signatory shall issue a credit instruction to LBP, crediting the amounts for reimbursement as endorsed by the CHED Regional Offices to the LBP accounts of the TES grantees.

(b) Through HEI Payroll

The UniFAST Central Office shall prepare and submit to the CHED-AFMS the Request for Sub-Allotment Release Order (Sub-ARO), Request for Fund Transfer, Disbursement Voucher, Memoranda from the CHEDROs mentioned in Section 6 of this Article, and Memorandum from the Office of the UniFAST Executive Director approving the TES-3B claims submitted by the regions.

Upon receipt of said documents from the UniFAST Central Office, CHED-AFMS shall issue Notices of Transfer Allocation (NTA) to the CHEDROs.

Prior to the receipt of NTA, and upon receipt of Sub-ARO, the CHEDROs shall prepare all documents necessary for the release of TES-3B to the HEIs. The HEIs shall then release the reimbursements to TES grantees through payroll.

(c) In cases where there are no efficient means to effectively disburse the funds directly to the claimants, the benefits will be disbursed through other modalities that shall be determined by the UniFAST Governing Board.

HEIs shall adhere to XV and XVI of JMC No. 7 series of 2019 for the liquidation of funds transferred.

Section 4. FUND SOURCE

4.1. The funding requirement for TES-3B claims shall be sourced from the authorized CHED budget for the implementation of R.A. No. 10931 or the Universal Access to Quality Tertiary Education Act under the General Appropriations Act.



4.2. In preparing budget proposals for the implementation of R.A. No. 10931 in the ensuing fiscal year, the UniFAST Secretariat shall consider the following in relation to budgeting TES-3B claims:

- (a) Number of TES grantees who graduated within the current fiscal year from programs requiring professional license or certification;
- (b) Number of TES grantees who have not claimed their TES-3B;
- (c) Remaining amount of TES-3B unclaimed by eligible grantees; and,
- (d) Number of TES grantees who are expected to graduate from programs requiring professional license or certification in the ensuing fiscal year.

Said information shall be reported by UniFAST Field Operations and Partnerships and the UniFAST Regional Coordinators in the planning activities to be held in September of each fiscal year.

The resulting budget proposal prepared by the UniFAST Secretariat must be able to cover TES grantees graduating from programs requiring professional license or certification in the ensuing fiscal year and unclaimed TES-3B pursuant to Section 3.0 hereof.

Section 5. SANCTIONS FOR VIOLATIONS OF THE GUIDELINES

Any violation of these guidelines amounting to a criminal act or administrative offense, as the case may be, shall be dealt with in accordance with applicable law.

Section 6. RESOLUTION OF ISSUES

Interpretation of the provisions of this Memorandum Circular, including cases not covered herein, shall be referred to the UniFAST Board for resolution.

Section 7. TRANSPARENCY AND ACCOUNTABILITY

The agencies concerned shall adopt a strict policy on transparency and accountability in the disbursement of funds and shall be governed by existing and relevant laws.

Section 8. SEPARABILITY CLAUSE

If any part or provision of this Memorandum Circular is declared void or unconstitutional by operation of law or rules and regulations, the same shall apply only to that specific provision and the remaining clauses/ provisions shall subsist and remain valid and enforceable.

Section 9. REPEALING CLAUSE

The second and third paragraphs of 4.2 under IV. Amount of Tertiary Education Subsidy of JMC No. 7, series of 2019 are hereby repealed. All other existing orders and memoranda which are contrary to or inconsistent with any of the provisions of this Memorandum Circular shall be deemed repealed or modified accordingly.

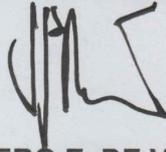


Section 10. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

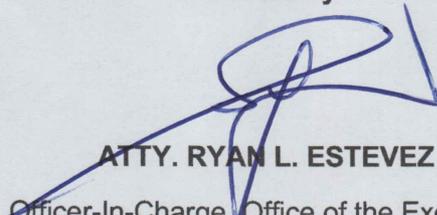
Signed this 23rd day of Feb., 2021.

UniFAST Governing Board



J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education
and the UniFAST Board

Attested by:



ATTY. RYAN L. ESTEVEZ
Officer-In-Charge, Office of the Executive
Director IV, UniFAST Secretariat



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

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MEMORANDUM CIRCULAR NO. 02
Series of 2021

TO : COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL AND REGIONAL OFFICES
DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)
STATE UNIVERSITIES AND COLLEGES (SUCs)
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUCs)
PRIVATE HIGHER EDUCATION INSTITUTIONS (Private HEIs)
OTHER CONCERNED STAKEHOLDERS

SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF THE TULONG DUNONG PROGRAM FOR ACADEMIC YEAR 2020-2021 AND ONWARDS

RATIONALE

The Unified Student Financial Assistance System for Tertiary Education (UniFAST) Board issue these Guidelines in order to:

1. Adopt guidelines to ensure that appropriations for Tertiary Education Subsidy (TES) are properly administered and implemented according to its purpose; and
2. Facilitate and expedite the disbursement of grants to ongoing and new Tulong Dunong Program (TDP) grantees in Academic Year (AY) 2020-2021 and onwards.

Section 1. POLICY STATEMENT

Special Provision (S.P.) No. 3, Volume I-B, CHED Budget on R.A. No. 11465 or the General Appropriations Act (GAA) for FY 2020 provides that, *the implementation of TES shall cover both the existing or ongoing grantees under the TDP and new students deserving of financial assistance grants: PROVIDED, That, all grantees shall be subject to the same subsidy rates, requirements, liquidation procedures and any other guidelines of the TES.*

Thus, in accordance with the pertinent provisions and mandates of the CHED under R.A. No. 7722, otherwise known as the "Higher Education Act of 1994 and the UniFAST under R.A. 10931, also known as the "Universal Access to Quality Tertiary Education Act", and pursuant to above-cited Special Provision, the CHED-UniFAST, issue these implementing guidelines to promote the efficient utilization of all funds intended for the rational implementation of the grants-in-aid program of the government.

Section 2. PROGRAM TITLE

The financial assistance shall be known as the Tulong-Dunong Program under the Tertiary Education Subsidy (TDP-TES) for A.Y. 2020-2021 and onwards.

Section 3. COVERAGE

The TDP-TES is intended for qualified ongoing and new TDP grantees for A.Y. 2020-2021 and the succeeding Academic Years, enrolled in CHED-recognized programs of Private Higher Education Institutions (private HEIs), State Universities and Colleges (SUCs), or CHED-recognized Local Universities and Colleges (LUCs) with Certificate of Program Compliance (COPC).

Section 4. FINANCIAL BENEFITS

A student-grantee shall be entitled to a maximum of Fifteen Thousand Pesos (Php15,000.00) grant for one academic year.

Section 5. QUALIFICATION REQUIREMENTS

An applicant for this grant must be a Filipino citizen with a combined household (parents/guardian) gross income which shall not exceed Four Hundred Thousand Pesos (Php400,000.00) and maybe classified as one of the following:

- 5.1 An **Ongoing Grantee** must be TDP-TES grantee in A.Y. 2019-2020 and is currently enrolled in the First Semester of Academic Year 2020-2021, in any recognized curricular program year level in both Public and Private HEIs, ongoing TDP-TES grantees shall submit an accomplished TDP-TES Application Form for updating purposes; and
- 5.2 **New TDP-TES Grantees** in AY 2020-2021 and the succeeding academic years must be a Senior High School graduate; or an ongoing college student with earned units in CHED-recognized programs of Private HEIs, SUCs or LUCs with Certificate of Program Compliance (COPC) with at least a passing general weighted average (GWA); or a passer of the Alternative Learning Systems (ALS)/ Philippine Educational Placement TEST (PEPT).

6.0 APPLICATION PROCEDURES AND DOCUMENTARY REQUIREMENTS FOR NEW TDP-TES GRANTEES

6.1 Application Procedures

- 6.1.1 Student-applicant submits an accomplished **TDP-TES Application Form** together with the supporting documents directly to the concerned CHEDRO subject to further verification against the original documents, if necessary.

Deadline for submission for all applications shall be every September 30 of the current academic year. The UniFAST Secretariat may extend the deadline upon meritorious grounds.

- 6.1.2 CHEDRO evaluates the documents, prepares the certified list of qualified applicants per HEI.
- 6.1.3 CHEDRO notifies qualified applicants through HEIs and provides individual Notice of Award (NOA) to the qualified grantees duly signed by the Regional Director. A certificate of Award shall be given to the student-grantee signed by the CHEDRO, UniFAST Executive Director and the Chairman of the UniFAST Governing Board.
- 6.1.4 Qualified grantees accept the NOA and submit signed copy to the HEI.
- 6.1.5 HEI submits the signed NOA of every qualified grantee under the TDP-TES and other billing requirements.



6.2 Documentary Requirements

6.2.1 Academic Requirements

a. **Qualified Incoming Freshmen students-** Certified True Copy of Senior High School Report Card and Certificate of Registration (COR) of school currently enrolled.

b. **For applicants with Earned Units in College in CHED recognized programs of Private HEIs, LUCs and SUCS with COPC** – duly certified true copy of grades for the latest term/semester attended and COR of school currently enrolled.

c. For Other Applicants

c.1 **ALS Passer** – duly certified copy of ALS Accreditation and Equivalency TEST Passer Certificate and COR of school currently enrolled.; and

c.2 **Philippine Educational Placement Test (PEPT) Passer** – duly certified copy of PEPT Certificate advancing to the next level and COR of school currently enrolled.

6.2.2 Income Requirement

The student-applicant shall submit any one of the following:

- a. Latest copy of contract or proof of income, for the children of Overseas Filipino Workers and seafarers;
- b. Case Study prepared and issued by the Municipal Social Welfare and Development Officer who must be a licensed social worker;
- c. Latest Income Tax Return and Bureau of Internal Revenue Form 2316 for fixed income earners of parents/guardians, if employed; or
- d. Certificate of Tax Exemption from the BIR of parents/guardian, if not employed.

Section 7. VALIDATION, VERIFICATION, AND ISSUANCE OF NOTICE OF AWARD (NOA)

To facilitate the release of the NOA of new TDP-TES grantees in AY 2020-2021 and the new TDP-TES grantees for the succeeding Academic Years, the following process shall be observed:

- 7.1 CHEDRO shall conduct validation and verification of the documentary requirements submitted.
- 7.2 CHEDRO shall encode into the UniFAST TDP-TES Portal all qualified grantees.
- 7.3 CHEDRO shall generate the list of qualified grantees from the TDP-TES Portal.
- 7.4 CHEDRO shall provide the UniFAST Central Office with the list of qualified TDP-TES grantees, duly certified by the Regional Directors.
- 7.5 The UniFAST Central Office, upon receipt of the CHEDRO certified list will conduct verification to determine whether these grantees are grantees of TES and TDP of other regions.
- 7.6 In case the student is a TES grantee, he/she shall be delisted from the list of TDP grantees.
- 7.7 If a student is also a TDP grantee of other regions, his/her name shall only be in the list of TDP grantees of the region where the HEI to which he/she is enrolled is located.



- 7.8 Thereafter, the UniFAST Secretariat will generate and release a Master List of Qualified Grantees under the TDP-TES for AY 2020-2021 and the succeeding Academic Years, subject to the provisions of R.A. 10173 or the *Data Privacy Act of 2012*.
- 7.9 CHEDRO notifies qualified grantees through HEIs and provides individual Notice of Award (NOA) to the grantees.
- 7.10 Qualified grantees accept the NOA and submit a signed copy to the HEI.
- 7.11 HEI submits to CHEDRO the signed NOA of qualified grantees.

Section 8. BILLING PROCESS

- 8.1 Upon receipt of the Special Allotment Release Order (SARO) from the Department and Budget and Management (DBM), the CHED Regional Office shall request for the validated Master List of Grantees for every Academic Year from the UniFAST Central Office.
- 8.2 Upon receipt of the abovementioned documents, the CHEDRO shall:
 - a. Release the Master List to the HEIs;
 - b. Require the HEIs to submit the following documents:
 - i. Billing Statement, for HEIs with existing MOA with the CHEDRO (Annex A);
 - ii. Certificate of Registration (COR) [PDF file];
 - iii. Photocopy of ID with signature (PDF file); and
 - iv. Certified true copy of grades.
 - c. Prepare the Obligation Request and Status (ORS) based on the Master List of TDP- TES grantees and Disbursement Vouchers (DV) duly signed by the CHED Regional Director, in order to release the TDP- TES benefits.
- 8.4 For new and ongoing TDP- TES grantees who are not covered by the SARO directly released by DBM to CHEDROs, the UniFAST Central Office shall submit to the CHED Administrative Financial and Management Service (AFMS) the following documents for the request of fund transfer:
 - a. Generated Master List of Grantees;
 - b. Request for Sub-Allotment Release Order (Sub-ARO); and
 - c. Request for Fund Transfer

Section 9. DISBURSEMENT PROCEDURE

- 9.1 The CHEDRO shall transfer the financial benefits of grantees through HEIs with the existing Memorandum of Agreement (MOA) with the UniFAST. In such a case, the HEIs shall be required to submit to CHEDRO a payroll (Annex B) that serves as a record of the release of benefits to the grantees.
- 9.2 The CHEDRO shall pay directly to the grantees based on any of the following conditions/circumstances:
 - a. If enrolled in HEIs without MOAs with UniFAST;
 - b. If enrolled in HEIs with unliquidated balances; and
 - c. If enrolled in HEIs with verified complaint/s on StuFAP related issues.
- 9.3 Utilization and disbursement of funds shall be subject to the usual budgeting, accounting, and auditing rules and regulations.

Section 10. ADMINISTRATIVE SUPPORT COST FOR CHEDRO

The Administrative Support Cost (ASC) of One percent (1%) of the total TDP- TES grants shall be given to the CHEDRO to cover the following expenses relative to the implementation of the program: the hiring of project technical staff or job order, documentations and notarial



services, meetings, consultations, orientations, general assembly, office supplies and materials, communication, monitoring, and transportation/travel.

Section 11. OTHER RESPONSIBILITIES OF IMPLEMENTERS

11.1 The UniFAST shall:

- a. Conduct orientation on the implementation of these guidelines and other relevant activities;
- b. Submit reports to the UniFAST Board and other concerned agencies;
- c. Maintain an online portal for TDP-TES grantees; and
- d. Monitor the regional implementation of the program.

11.2 The CHED Regional Office shall:

- a. Attend orientation of the UniFAST Central Office on these guidelines; and
- b. Orient the students of their obligations, duties, and responsibilities upon acceptance of the grant;
- c. Maintain a regional database of TDP-TES grantees;
- d. Monitor participating HEIs and grantees;
- e. Facilitate the release of the financial benefits of the grantees; and
- f. Submit reports to UniFAST regarding the implementation of the program.

11.3 The DBM shall release the SARO and NCA directly to CHEDROs effective AY 2020-2021 onwards, unless otherwise provided by subsequent issuances.

11.4 The HEIs shall:

- a. Assist the grantees in the submission of the required documents;
- b. Facilitate immediate release of financial benefits;
- c. Submit to CHEDRO liquidation report pursuant to Section 9 hereof; and
- d. Submit to CHEDRO a report or data on the grantees.

Section 12. GROUNDS FOR TERMINATION OF GRANTS

Any of the following shall be grounds for termination:

- 12.1 Failure to confirm acceptance of the award within 15 calendar days from receipt of NOA
- 12.2 Failure to maintain a GWA of at least a passing grade, regardless of the status of grades per subject;
- 12.3 Dropped out from the HEI;
- 12.4 Failure to enroll a regular load per term, as determined and approved by HEIs;
- 12.5 Failure to secure approval from concerned CHEDRO deferment of the grant, or transferring to another program or HEI;
- 12.6 Submission of falsified or fake documents; and
- 12.7 Availment of multiple national government-funded assistance, except for Free Higher Education in SUCs and LUCs under R.A. 10931 or the *Universal Access to Quality Tertiary Education Act*

Section 13. GROUNDS FOR REPLACEMENT

Within 30 days from the opening of the First Semester of AY 2020-2021 and within 30 days after the opening of the First Semester of every succeeding Academic Year, replacement of grantees shall be allowed based on Section 12 hereof.

Thereafter, the UniFAST Secretariat shall endorse to the CHEDROs the qualified TDP grantees for replacement.



Section 14. SANCTIONS FOR VIOLATIONS OF THE GUIDELINES

Any violation of these guidelines amounting to a criminal act or administrative offense, as the case may be, shall be dealt with in accordance with applicable law.

Section 15. RESOLUTION OF ISSUES

Interpretation of the provisions of this Memorandum Circular, including cases not covered herein, shall be referred to the UniFAST Board for resolution.

Section 16. TRANSPARENCY AND ACCOUNTABILITY

The agencies concerned shall adopt a strict policy on transparency and accountability in the disbursement of funds and shall be governed by existing and relevant laws.

Section 17. SEPARABILITY CLAUSE

If any part or provision of this Memorandum Circular is declared void or unconstitutional by operation of law or rules and regulations, the same shall apply only to that specific provision and the remaining clauses/ provisions shall subsist and remain valid and enforceable.

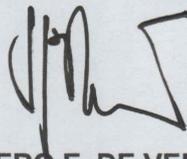
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All other existing orders and memoranda which are contrary to or inconsistent with any of the provisions of this Memorandum Circular shall be deemed repealed or modified accordingly.

Section 19. EFFECTIVITY

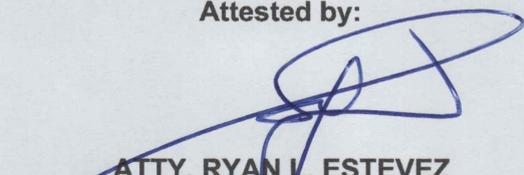
This Memorandum Circular shall take effect immediately.

UniFAST Governing Board



J. PROSPERO E. DE VERA III, DPA
Chairman
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Attested by:



ATTY. RYAN L. ESTEVEZ
Officer-In-Charge, Office of the Executive
Director IV, UniFAST Secretariat

