



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 : **ALL UNIFAST REGIONAL COORDINATORS
ALL CHED REGIONAL OFFICES
UNIFAST INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT**

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

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

Subject: **PROCEDURE TO FAST-TRACK TERTIARY EDUCATION SUBSIDY (TES)
VALIDATION FOR 2ND SEMESTER AY 2020-2021**

Date : **10 June 2021**

In the exigency of service, to fast-track the TES validation for the 2nd Semester of AY 2020-2021, the Higher Education Institutions (HEIs) with TES grantees are requested to submit a certified masterlist of their TES grantees indicating the updated status of enrollment (enrolled, not enrolled, not enrolled in previous semester, dropped, transferred, shifted, returnee, etc.) of each grantee for the 2nd Semester. The HEI must emphasize through additional remarks if there is a change in status of each student from 1st Semester to 2nd Semester. Subsequently, the submitted certified masterlist shall be the basis to proceed with the validation to be conducted by the Regional Coordinator (RC). However, the documentary requirements to support the certified masterlist shall still be submitted for records purposes.

In line with this, the additional features of the validation portal enables the RC to do the following:

- Prioritize validating/delisting/updating of grantees with changes in status based on the HEI submitted certified masterlist.
- After all the grantees with changes/updates are validated/delisted, the RC can proceed with the "Validate All" button in the validation portal to validate all remaining grantees with the same status of the first semester as certified in the masterlist submitted.
- RCs will update the assessment of fees details during the billing process for recording purposes.

Please be guided accordingly. Thank you.



