



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**

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

ALL CHED REGIONAL DIRECTORS

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

Subject: **SUBMISSION OF FINALIZED LMPC APPLICATIONS OF TERTIARY
EDUCATION SUBSIDY (TES) GRANTEES FOR AY 2020-2021 THROUGH
THE HIGHER EDUCATION INSTITUTION (HEI) PORTAL**

Date : **21 September 2021**

The UniFAST Secretariat recently procured the service of a third party provider where portal files are being stored and hosted in order for us to run the Portals and process data through the internet. Currently, our server has a very limited storage capacity to be able to handle all files at once specifically for the LANDBANK Mastercard Prepaid Card (LMPC) Application Portal where application forms for the said project are being generated for each grantee. To be able to accommodate applications, the UniFAST ICT Unit has to weekly export all Finalized LMPC applications that were submitted by the Focal through the Higher Education Institution (HEI) Portal.

In view of 80,843 Finalized LMPC Applications, the Secretariat advised the Regional Coordinators through a post in Slack dated September 13, 2021 to remind HEI Focals to check the applications of their grantees and perform actions as needed. Meanwhile, we still have a total of 74,051 Finalized LMPC Applications as of September 21, 2021 which still consumes almost 80% of space in our storage that unables other grantees to generate their accomplished application form. In this regard, we humbly request the Regional Coordinators to promptly advise each Focal Person in their respective regions to take action on the finalized applications and ensure that the applications being submitted are correct or properly filled up.

Further, to check the Finalized applications in the HEI Portal, the Focal Persons can access the applications of their grantees by clicking the TES Award Number. Thereafter, the focal will be able to view the generated application form of the grantee and verify the inputs and uploaded images.



Subsequently, if the application has an error or mistake, the focal should unfinalize the application by clicking the "X" button. Meanwhile, if the application is properly filled up, the focal shall proceed with the application by clicking the "Submit" button.

Upon submission of the correct applications, it will be exported and forwarded to LANDBANK for processing while the applications that still necessitate actions from the HEI focals will remain in the server.

Thank you for your cooperation and immediate compliance.

