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 CHED REGIONAL DIRECTORS**

ALL UniFAST REGIONAL COORDINATORS

ATTY. SEPTON A. DE LA CRUZ, CESE
OIC, Director IV, CHED-Administrative, Financial and Management Service (AFMS)

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

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

Subject : **CLARIFICATION ON WHETHER TRANSPORTATION EXPENSES ARE ALLOWABLE EXPENSES THAT CAN BE REIMBURSED BY TES-3B**

Date : March 18, 2021

In relation to the query of UniFAST Regional Coordinators on whether transportation expenses may be reimbursed by TES-3B or the additional grants under the Tertiary Education Subsidy (TES) Program as provided for by Section 7 (e) of Republic Act No. 10931 or the Universal Access to Quality Tertiary Education Act, please be informed that said expenses are reimbursable under TES-3B provided that:

1. The transportation expense is an expense necessary to comply with the requirements for licensure examinations;
2. An official receipt for such expense, along with other documentary requirements as specified in Section 3.3 of UniFAST Memorandum Circular No. 01 series of 2021, is submitted to the higher education institution for purposes of availing TES-3B; and,
3. The official receipt for said expense, along with other documentary requirements, was submitted within the period of validity of the claims, which is two (2) fiscal years covering the period starting from the claimant's date of graduation, provided that claimants who submitted their claims prior to the issuance of MC No. 01 series of 2021 shall be given due course.

The purpose of transportation expenses must be indicated in the "remarks" column in the notarized letter of intent to be reimbursed through TES-3B to be submitted by the grantees. In accordance with Section 3.5 of MC No. 01 s. 2021, the UniFAST Regional Coordinators shall validate whether said expenses are necessary expenses to comply with the requirements for licensure examinations and can still be reimbursed by TES-3B.

For your guidance. Thank you.

cc: **J. Prospero E. De Vera III, DPA**
Chairman, CHED and UniFAST Board