



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

Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
Email: unifastsecretariat@ched.gov.ph



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **CHED REGIONAL DIRECTORS
UNIFAST REGIONAL COORDINATORS
ALL PRIVATE HEIs COVERED BY R.A. No. 10931
CHED ADMINISTRATIVE, FINANCIAL AND MANAGEMENT
SERVICE (CHED-AFMS)**

Through : **ATTY. LILY FREIDA C. MACABANGUN-MILLA, CESO IV**
Officer-In-Charge, Executive Director IV, CHED

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

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Subject : **UNIFAST MEMORANDUM CIRCULAR NO. 03, SERIES OF 2021**

Date : June 14, 2021

Pursuant to UniFAST Board Resolution No. 2021-011, the UniFAST Secretariat respectfully provides you the attached UniFAST Memorandum Circular No. 03, Series of 2021 providing for the guidelines and mechanism for the Disbursement of Tertiary Education Subsidy (TES) for Private HEIs Covered by R.A. No. 10931 in Academic Year 2020-2021 and the Remaining Billings of 2nd Semester of AY 2019-2020 covered by the 2020 Continuing Appropriations.

Thank you.

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



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MEMORANDUM CIRCULAR NO. 3
Series of 2021

**TO : COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL AND REGIONAL OFFICES
PRIVATE HIGHER EDUCATION INSTITUTIONS (Private HEIs)
OTHER CONCERNED STAKEHOLDERS**

SUBJECT : DISBURSEMENT OF TERTIARY EDUCATION SUBSIDY (TES) FOR PRIVATE HEIS COVERED BY R.A. NO. 10931 IN ACADEMIC YEAR 2020-2021 AND THE REMAINING BILLINGS OF 2ND SEMESTER OF AY 2019-2020 COVERED BY THE 2020 CONTINUING APPROPRIATIONS

Section 1. Mechanism of Release of TES Funds for Private Higher Education Institutions (HEIs)

Further to the UniFAST Secretariat's Memoranda dated February 26, 2021, March 5, 2021 and March 15, 2021, pursuant to UniFAST Board Resolution No. 2021-011 which it adopted on June 2, 2021 in its 5th Special Board Meeting, in accordance with provision XI.5. of CHED-UniFAST-DBM Joint Memorandum Circular No. 04, series of 2020, the CHED Regional Offices may now download the TES benefits (TES-1, TES-2 and TES-3A) for grantees of private HEIs for the 1st and 2nd Semesters of AY 2020-2021 and the remaining billings for 2nd Semester of AY 2019-2020 covered by the 2020 continuing appropriations, in the following manner:

- The benefits shall be disbursed by the CHED Regional Office to the grantees through the Higher Education Institutions (HEIs).
- The HEIs shall disburse the subsidy to the grantees through a payroll system or through other modes of payment such as remittance centers.

The CHED Regional Offices are enjoined to process the billings and disburse the TES grants in one (1) batch for each Private Higher Education Institutions (PHEIs). This is to eliminate backlogs and numerous appeals for reconsideration and payment, which causes delay in the UniFAST operations.

Section 2. Continuing TES Grantees

In accordance with XI.1.4.i. of CHED-UniFAST-DBM JMC No. 04, series 2020 or the Enhanced Guidelines on the TES Program, the UniFAST Secretariat shall request for Special Allotment Release Order (SARO) in favor of the CHEDROs, based on the verified and validated list of TES grantees submitted by the CHEDROs. Upon receipt of the SARO, the CHEDROs shall request for the corresponding Notice of Cash Allocation (NCA).

For purposes of monitoring by the UniFAST Secretariat, the CHED Regional Offices must submit to said office in electronic format an Official Roster of Continuing TES

grantees in the 1st and 2nd Semester of AY 2020-2021, prepared by the UniFAST Regional Coordinators, certified by the Chief Education Program Specialist and approved by the CHED Regional Director. A Certification from the CHED Regional Offices, signed by the CHED Regional Directors endorsing said Official Roster and certifying that the same has been validated and verified (see Annex "A") shall also be submitted.

Section 3. New TES Grantees

For new TES grantees enrolled in private HEIs, the UniFAST Secretariat shall prepare the request for fund transfer, request for sub-allotment release order, disbursement vouchers, and other necessary documents, and forward the same to the CHED-AFMS for processing of payment.

For purposes of disbursement, as part of the supporting documents thereto, the CHED Regional Offices must submit to the UniFAST Secretariat an Official Roster of Newly-Qualified TES grantees in the 1st and 2nd Semester of AY 2020-2021, prepared by the UniFAST Regional Coordinators, certified by the Chief Education Program Specialist, and approved by the CHED Regional Director. A Certification from the CHED Regional Offices, signed by the CHED Regional Directors endorsing said Official Roster and certifying that the same has been validated and verified (see Annex "B") shall also be submitted. The procedure of disbursement shall be the same as stated in Section 1 of this memorandum for continuing TES grantees.

Section 4. Verification Rules on Computation of TES Benefits

The UniFAST Regional Coordinators and CHEDROs are reminded of the following verification rules in relation to the computation of TES-1 and TES-2:

- a. The UniFAST Regional Coordinators shall validate the total assessed fees of students submitted during the application phase against the CHEDRO-approved Tuition and Other School Fees (TOSF). Only total assessed fees in compliance with the CHEDRO-approved TOSF shall be subsidized by TES-1.
- b. The TES-1 and TES-2 due the grantee shall be computed as follows:
 - i. The maximum amount of TES-1 shall be PhP10,000 per semester;
 - ii. If the maximum amount of TES-1 is greater than the actual CHED-approved TOSF of the grantee, the difference shall be given to the grantee as part of TES-2;
 - iii. If the maximum amount of TES-1 is less than the actual CHED-approved TOSF of the grantee, the student shall be obliged to pay the difference in accordance with the policy of the private HEI; and,



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- iv. If the grantee has fully paid the TOSF for the academic term, the private HEI shall no longer be entitled to TES-1. The total amount of grant shall be fully given to the grantee.

Section 5. Masterlist of Beneficiaries

- 5.1 The UniFAST Secretariat shall provide the CHED Regional Offices the approved number of qualified TES grantees per region, together with the corresponding regional Masterlist of Beneficiaries.
- 5.2. The CHED Regional Offices shall provide the Masterlist of Beneficiaries to the Higher Education Institutions (HEIs) as basis for billing.

Section 6. Billing Forms

- 6.1. The HEIs shall submit to the Secretariat the following billing requirements for payment of TES benefits:
 - i. Notarized Certification of TES Grantees
 - ii. Billing Form 1
 - iii. Billing Form 2 (*supporting documents CORs in pdf form*)
- 6.2. To process payments, the CHED Regional Offices shall prepare the following Disbursement Requirements:
 - i. DV and ORS (*supported by Billing forms and documents submitted by HEIs*):
 1. Notarized Certification of TES Grantees
 2. Billing Form 1
 3. Billing Form 2
 4. Copy of the Masterlist provided by the UniFAST Secretariat to CHEDROs
 - ii. Certification of Bank Account (if payment is through Bank)
- 6.3. The CHEDROs must ensure that an Official Receipt (OR) has been submitted by the HEIs upon receipt of the TES and the corresponding one percent (1%) administrative support cost for the HEI.

Section 7. Remaining Billings for 2nd Semester of AY 2019-2020

For the processing of the remaining billings of the Private Higher Education Institutions (PHEIs) for the 2nd Semester of AY 2019-2020, the same procedure shall be followed as spelled out in this memorandum circular.

Section 8. Liquidation of Funds

Liquidation of funds transferred to the private HEIs shall be in accordance with XV of JMC No. 04 series of 2020.

Section 9. Disbursement through Land Bank Mastercard Prepaid Cards in Future Issuances



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The method of disbursement through the Land Bank Mastercard Prepaid Cards shall be announced in succeeding issuances by the Secretariat once the preliminary processes with the Land Bank of the Philippines has been completed.

Section 10. TES-3B Claims

The disbursement of TES-3B claims of students in private HEIs must be in accordance with UniFAST Memorandum Circular No. 01, series of 2021 or the Supplemental Guidelines on TES-3B.

Section 11. Repealing Clause

The application of provisions XI 1.1, 1.2, & 1.3, XII 2.2, 3, 6.1.4, & 7.7, and XIV of CHED-UniFAST-DBM JMC No. 04, series of 2020 or the Enhanced Guidelines on the Tertiary Education Subsidy are hereby repealed.

Section 12. Effectivity

This Memorandum Circular shall take effect immediately.

Signed this 14th day of June, 2021

UniFAST 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