



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 : **ALL REGIONAL COORDINATORS**

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

ALL CHED REGIONAL DIRECTORS

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

Subject: **FINAL EXTENSION OF VALIDATION AND VERIFICATION PROCESS OF THE DOCUMENTARY REQUIREMENTS OF BATCH 5-6 FOR FIRST SEMESTER AND ALL BATCHES FOR SECOND SEMESTER OF TULONG DUNONG PROGRAM (TDP) GRANTEES FOR ACADEMIC YEAR 2020-2021**

Date : **28 January 2022**

In the exigency of service, to proceed with the disbursement of grants to ongoing and new Tulong Dunong Program (TDP) grantees in Academic Year 2020-2021, the UniFAST Regional Coordinators are hereby directed to complete and finish the validation and verification process of documentary requirements of Batch 5-6 for the 1st Semester, on or before **February 4, 2022**, Friday.

As for all the batches of TDP grantees for the 2nd Semester, please be informed that the deadline of validation and verification process is set on **February 28, 2022**, Monday.

Thereafter, the UniFAST Regional Coordinators shall perform the following:

- Issue a Certification certifying to the veracity of the documentary requirements submitted by the HEIs and endorsing to the UniFAST Secretariat the official roster of the TDP student-grantees.
- Generate the Notice of Award and Certificate of Award, and distribute to the TDP grantees.
- Proceed with the billing process for HEIs with 100% validation.
- After receiving the official masterlist from the UniFAST Secretariat, immediately proceed with processing documents for disbursement of the grants.

The UniFAST Regional Coordinators are requested to disseminate this Memorandum to the concerned HEIs.

For your guidance and strict compliance. Thank you.

