



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **ALL REGIONAL COORDINATORS**

Through : **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: **DEADLINE FOR VALIDATION AND VERIFICATION PROCESS OF THE DOCUMENTARY REQUIREMENTS OF TULONG DUNONG PROGRAM (TDP) GRANTEES FOR SECOND SEMESTER OF ACADEMIC YEAR 2020-2021**

Date : **03 January 2022**

To ensure that the processing of disbursement of Tulong Dunong Program (TDP) grants for ongoing and new grantees for 2nd Semester of Academic Year 2020-2021 will be expedited, the UniFAST Regional Coordinators are hereby directed to facilitate the validation and verification process of documentary requirements based on the timeline of activities shown below:

Activity	Period	Responsible Office
Final Extension of the Validation and Verification process (TDP Batch 1-6)	January 15, 2022	UniFAST Regional Coordinators
Submission of TDP Certification of validated grantees, duly certified by the CHED Regional Director	January 17-21 2022	CHED Regional Offices
Release of Masterlist of Qualified Grantees under the TDP for 2 nd Semester of A.Y. 2020-2021	January 17-31, 2022	UniFAST Secretariat

The UniFAST Portal shall be closed for validation at midnight of aforementioned deadline. **Further extension of the deadline delays the processing and disbursement of TDP grants are no fault of the UniFAST Secretariat and the CHED Regional Offices.**

The Executive Director enjoins everyone to finish validation and proceed with the billings and disbursements process for HEIs. The UniFAST Regional Coordinators are enjoined to disseminate this Memorandum to the concerned HEIs.

For your guidance and strict compliance. Thank you.

