



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
**Regional Office I**  
City of San Fernando, La Union

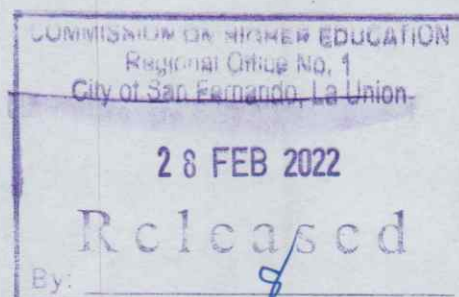
February 21, 2022

CHED Regional Memorandum Order  
No.04, s. 2022

**ORIENTATION ON THE MEMORANDUM CIRCULAR NOS. 1 AND 2 S. 2022**

TO: All Presidents and Heads  
Higher Education Institutions  
Region 1

1. Pursuant to the provisions of Republic Act 10931, otherwise known as the Universal Access to Quality Tertiary Education Act, this Office will be conducting a **Hybrid Orientation on the Memorandum Circular No. 1, s. 2022 entitled "Amended Tertiary Education Subsidy (TES) Guidelines of 2022" and Memorandum Circular No. 2, s. 2022 entitled "Guidelines on the Implementation of Tulong Dunong Program for Academic Year 2020-2021 and onwards" on March 4, 2022, 8:00 am at Thunderbird Resorts - Poro Point, City of San Fernando, La Union.**
2. The activity aims to:
  - a. orient the participants about the simplified guidelines to ensure that appropriations for TES and TDP are properly administered and implemented according to its purpose;
  - b. provide insights to facilitate and expedite the disbursement of grants to ongoing and new Tulong Dunong Program (TDP) and Tertiary Education Subsidy (TES) grantees; and
  - c. address the immediate concerns of the participants regarding the above mentioned memoranda.
3. Presidents/Heads of HEIs, accountants and scholarship coordinators, are expected to attend this orientation. They are requested to register through <https://bit.ly/03042022Orientation> on or before March 1, 2022.
4. Only 50 participants (one slot per HEI) will be accommodated at the venue. Registration will be on a first come first serve basis. A confirmation of their acceptance to join the activity on-site will be sent by this Office on or before March 3, 2022.
5. For other participants who will not attend onsite, Zoom credentials will be provided after filling out the registration link.
6. There will be **NO REGISTRATION FEE** to be collected.
7. For further inquiries you may contact Ms. Alexis Moira Q. Dolores or Ms. Kristine Joy M. Peralta, Project Technical Staff II, this Office at +639-39-905-9146 or +639-17-779-7939.



  
**DANILO B. BOSE, PhD**  
OIC-Director IV

/U5/



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 CIRCULAR NO. 01**  
**Series of 2022**

TO : **COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL AND  
CHED REGIONAL OFFICES  
STATE UNIVERSITIES AND COLLEGES (SUCs)  
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUCs)  
PRIVATE HIGHER EDUCATION INSTITUTIONS (Private HEIs)  
OTHER CONCERNED STAKEHOLDERS**

SUBJECT: **AMENDED TERTIARY EDUCATION SUBSIDY (TES) GUIDELINES OF  
2022**

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**RATIONALE**

The UniFAST Board, by virtue of its authority to administer the TES program under Section 7 of Republic Act No. 10931 or the Universal Access to Quality Tertiary Education (UAQTE) Act, hereby issues these Amended Guidelines, hereinafter referred to as "Guidelines", for the simplified and more efficient implementation of TES.

**SECTION 1. COVERAGE**

1. These guidelines cover qualified students in Higher Education. The Guidelines for TVET shall be embodied in a separate issuance of TESDA.
2. These guidelines shall cover all State Universities and Colleges (SUCs), CHED-Recognized Local Universities and Colleges (LUCs), and private Higher Education Institutions (HEIs) that are in the CHED Registry of Programs and Institutions.

**SECTION 2. DEFINITION OF TERMS**

Terms appearing herein shall be understood as to how they are defined in R.A. No. 10931 and its Implementing Rules and Regulations (IRR). In addition thereto, as used in these Guidelines:

1. **Academic term** refers to an entire length of time during which classes for a certain set of subjects are conducted, which could either be a semester or trimester as may be determined by the HEI;
2. **Academic year** refers to either two (2) semesters including a midyear term or three (3) trimesters;
3. **Application Upload File** refers to the file sent to the Land Bank of the Philippines (LBP) in order to store all pertinent information of TES grantees for the processing of LBP card applications;
4. **Comparable undergraduate degree** refers to any higher education degree equivalent to Level 6, regardless of its recommended period of completion, based on the accepted outcomes-based learning and the Philippine Qualifications Framework;
5. **Leave of absence (LOA)** refers to the official withdrawal by a student of his or her enrollment prior to or during the academic term;
6. **Residence** refers to a student's actual stay in a city or municipality for education purposes, whether in a rented unit or a dormitory, or with relatives;
7. **TES-3b** refers to the additional allowance for a student in a program requiring professional license or certification the one (1) time cost of obtaining the first professional credentials or qualifications, which may include the following: application fees, notarial fees, review classes fees, insurance premium fees, and documentation fees;



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8. **Transaction Upload File** refers to the file sent to the LBP containing information on the specific accounts to which the LBP shall transfer specific TES amounts; and,
9. **Undergraduate post-secondary program** refers to a bachelor's degree or comparable undergraduate degree taken after high school.

### SECTION 3. GROUNDS FOR A STUDENT TO BE INELIGIBLE TO TES

#### A. For new applicants:

1. Foreign citizens;
2. Non-students;
3. Students enrolled in HEIs or programs not included in the CHED Registry of Programs and Institutions;
4. Students already in their second undergraduate post-secondary program;
5. Students who are already beneficiaries of the Tulong Dunong Program (TDP), CHED Scholarship Programs (CSPs), and national government-funded StuFAPs;
6. For student-applicants under the PNSL category, those who are not residing in the city or municipality where the HEI is located; and,
7. Applicants who submitted falsified documents.

#### B. For continuing grantees:

1. Students who fail to enroll for one (1) academic term with no leave of absence (LOA);
2. Students who fail to enroll for at least two (2) academic terms within an academic year;
3. Students suspended by their HEI for one (1) academic term or more;
4. Students expelled from their HEI;
5. Students who fail to qualify under the admission and retention requirements of their HEI, as certified by the HEI;
6. Students who fail to complete their bachelor's degree or comparable undergraduate degree a year after the period prescribed in their program;
7. For continuing grantees under the concluding Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGP-PA), those who transfer to HEIs other than SUCs; and
8. Applicants who submitted falsified documents.

### SECTION 4. DOCUMENTARY REQUIREMENTS

Participating higher education institutions (HEIs) must submit electronic copies of the following during the period for submission of documentary requirements to their respective CHED Regional Offices:

#### A. For new applicants:

1. Certified true copy or electronically-generated copy of the list of enrolled student-applicants with the required student information (**Annex 1**), with the attached certified electronically generated Certificate of Registration/Enrolment (CORs/COEs) as proof of enrollment and, if applicable, fees charged by HEI;
2. Certified true copy or electronically-generated copy of the list of enrolled student-applicants who are Persons with Disabilities (PWD) (**Annex 1**) with the attached certified copy of their PWD identification card issued by the Persons with Disability Affairs Office (PDAO) of a student's city or municipality; and,

Additional requirement for students enrolled in private HEIs located in municipalities or cities with no SUC or CHED-recognized LUC:



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3. Certified true copy or electronically-generated copy of the list of enrolled student-applicants (**Annex 1**) with the attached Original Copy of the Certificate of Residency, stating the full name of the student-applicant, address, and date of issuance, duly signed by the Punong Barangay. As an alternative to the Certificate of Residency, an electronic copy of any valid government-issued identification (National ID, LGU-issued ID, Philpost ID, Passport, Driver's License, Voter's ID, etc.) may be submitted, provided that the full name and residence of the student is reflected on said ID.
4. Whenever the funds would allow, a call for new applicants who are not part of the Listahanan shall submit documentation of Proof of Income of all income-earners in the grantee's household, which may be any of the following:
  - (a) Latest copy of contract or proof of income for Overseas Filipino Workers and seafarers;
  - (b) Employment contract, payslips, latest Income Tax Return (ITR), or Bureau of Internal Revenue Form 2316 for fixed income earners; and,
  - (c) Case Study prepared and issued by the licensed Social Welfare and Development Officer of the grantee's city or municipality, especially for income-earners in the informal sector.

In addition, certificates of Residency of the applicant and all members of his or her household.

**B. For continuing grantees:**

1. Only the certified true copy or electronically-generated copy of the list of enrolled student-continuing grantees with the required student information, as proof of enrollment and, if applicable, fees charged by HEI (**Annex 2**). *The same form of which shall serve as a document for both validation and billing purposes.*
2. For continuing grantees who returns to school after failing to enroll for one academic term but have submitted their respective LOAs, certified true copy or electronically-generated copy of the list of enrolled student- applicants with total number of units enrolled (**Annex 2**), with the attached certified electronically generated Certificate of Registration/Enrolment (CORs/COEs) as proof of enrollment and, if applicable, fees charged by HEI and a certified copy of their submitted LOAs.
3. For continuing grantees that are transferees from other HEIs, certified true copy or electronically-generated copy of the list of transferees with a total number of units enrolled as proof of enrollment and, if applicable, fees charged by HEI (**Annex 2**), with the attached document (e.g. TES award number) that the student-transferee is a continuing grantee.

For continuing TES grantees transferring to other HEIs, the following rules shall apply:

- (a) TES Grantees transferring to other HEIs must inform their current HEIs of their desire to transfer and abide by the transfer procedures of both institutions;
- (b) Continuing grantees under the concluding ESGP-PA may only transfer to another SUC;
- (c) Listahanan and Other Grantees may transfer from one HEI to another, provided that the new HEI is in the CHED Registry of Programs and Institutions; and,
- (d) PNSL grantees that are not in the Listahanan Category may only transfer to another PNSL HEI, provided that the said HEI is in the CHED Registry of Programs and Institutions and the grantee is residing in the same municipality or city where the new Private HEI is located.



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**C. For availment of TES-3B:**

Letter of availment for TES-3B addressed to the CHED Regional Office (**Annex 3**), containing a summary list of allowable expenses with their corresponding actual amount and official receipt or acknowledgment receipt, as the case may be, with any of the following attached documents, as claimed:

1. Professional Regulation Commission application form or examination fees;
2. OR/AR for notarial fees;
3. OR for Review Center fees;
4. OR for insurance premium fees;
5. OR for issuance of Transcript of Records and Certificate of Good Moral Character;
6. OR for issuance of PSA, BIR, and NBI documents as needed, which may include all or any of the following: Birth certificate, Marriage Certificates, Documentary Stamps, NBI Clearance, and the like, and,
7. OR/AR of other entities or institutions for expenses necessary to comply with the requirements for licensure examinations.

Reimbursements for TES3B shall be actual claims and shall in no way exceed the amount as determined by the UniFAST Board.

In case of doubt, nothing in these guidelines may prevent the CHED Regional Offices to require the submission of additional documents to further verify the authenticity of the submitted documents.

**SECTION 5. TIMELINE FOR THE SUBMISSION OF APPLICATIONS FOR HEIs**

1. Upon the annual call for applications issued by the UniFAST Secretariat, HEIs shall be given a period of not more than three (3) weeks for the submission of lists of TES applicants and in addition, a period of not more than four (4) weeks for submission of documentary requirements. Participating HEIs shall import to the UniFAST HEI Partner's Online Portal the list of TES applicants using the Secretariat's standard template (**Annex 1**). No application shall be processed unless the applicant's name is included in the list of TES applicants submitted through said Portal. The HEI must ensure that all those included in the list of applicants possess the qualifications and none of the exceptions to TES as stated in the Guidelines.

Said standard template must contain, at the minimum, fields for the student's last name, given name, student ID number, sex, birthdate, complete program name, year level, parents' last name, given name, and middle name, residence address, total assessment, disability (if applicable), contact number, and, email address

2. The HEI Partner's Portal shall be opened for submission of applications only once in an academic year. Unless with approval of the Executive Director in cases where there is the limited submission of applications, in no way shall the Portal be opened again to accommodate submissions after the deadline.
3. Application shall in no way be construed as automatic eligibility to the TES program.
4. In cases where there appears an excessive number of applicants in an HEI, the CHEDROs, upon exercise of due diligence and finding of regularity in the number of applicants, will certify to the Secretariat that the number of applications is within the carrying capacity of the HEI.



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## SECTION 6. BILLING AND DISBURSEMENT

1. Upon completion of verification and validation processes, the CHED Regional Offices shall submit to the UniFAST Secretariat the electronic copy of their respective Certification of Total TES beneficiaries per HEI generated from the Portal, prepared by the UniFAST Regional Coordinators, certified by the Chief Education Program Specialist, and approved by the CHED Regional Director, serving as certification by the CHED Regional Office that the TES Grantees contained therein are qualified to receive the benefits of TES (**Annex 4**);
2. Based on the master list of grantees, the HEIs shall then submit billing statements to the CHED Regional Offices using the billing form provided (see **Annex 2 for continuing grantees; see Annex 5 for new grantees**). Thereafter, based on the billing form submitted by HEIs and as verified by the CHED Regional Offices, payments will be disbursed to the grantees through their respective HEIs.
3. Simultaneous with the completion of verification and validation processes, the Secretariat shall inform the HEIs through the HEI's Portal of the applicants validated and verified to be eligible as TES grantees, with instruction to students to create accounts with the Land Bank of the Philippines (LBP) through the TES Grantees Portal.
4. The UniFAST Secretariat shall conduct verification of the data entries in the TES Grantees Portal and Know Your Client (KYC) information of said grantees.

Thereafter, it shall generate and transmit to LBP via Secure File Transfer Protocol (SFTP) or other secure means the electronic copies of duly accomplished Application Upload Files and Enrollment Forms from the TES Grantees Portal for the production of LBP cards of TES grantees.

Upon advice from the LBP, the Secretariat shall notify the TES Grantees of the availability of their cards in their designated LBP branches or HEIs, whichever is applicable.

The TES grantees shall accomplish the Card Claim Form and shall sign in the "Received by" portion upon receipt of the LBP card and proceed to the LBP ATM for card activation.

5. **Alternative Modes of Payment of TES.** If for any reason, the TES may not be disbursed in accordance with the above, the CHED Regional Offices may resort to any of the following modes of payment that would most expeditiously allow TES grantees to receive their benefits:
  - (a) Direct cash or check payouts to grantees;
  - (b) Disbursement of grants in the form of check or LDDAP-ADA to the HEIs, which may release TES at no cost to the grantees through any of the following:
    - (i) Direct cash or check payouts;
    - (ii) Wire transfer;
    - (iii) Payment through electronic or digital means, including but not limited to e-wallets;
    - (iv) Cash card payments;
    - (v) Money remittance; or,
    - (vi) Any other mode to expedite the distribution of said grants.

HEIs must record the disbursement of TES funds. Said record must contain the amount of TES-1, TES-2, TES-3a, and TES-3b, whichever is applicable.

6. HEIs must maintain a separate bank account with the Land Bank of the Philippines, for



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proper account management of TES.

7. HEIs must issue official receipts for every amount received from the CHED Regional Office in relation to the implementation of TES.
8. HEIs must revert to the Cashier of the CHED Regional Offices for any excess fund transfers, if applicable.
9. In the event that a TES grantee dies, the relative nearest in degree (e.g. the grantee's parents) may claim the TES upon presentation either to the CHED Regional Office or HEI wherever the funds are already transferred the Claim Form (**Annex 6**) with the grantee's Certificate of Death, government-issued IDs of the claimants, and other documentation that establishes the relationship of the claimants to the grantee.
10. All CHEDROs are enjoined to disburse funds to the HEIs using the Advice to Debit Account (ADA) under DBM Circular Letter No. 2018-14 dated December 28, 2018.

#### **SECTION 7. LIQUIDATION**

1. Liquidation of Funds Transferred to SUCs, CHED-Recognized LUCs, and Private HEIs

For proper reporting on the release of funds, SUCs, CHED-Recognized LUCs, and Private HEIs should prepare and submit to the CHED Regional Offices within 90 days after the end of the 2<sup>nd</sup> semester of the academic calendar the following documents:

- (a) Fund Utilization Report (FUR) duly certified by the Accountant and/or Vice President for Finance, duly verified by the internal/external Auditor and approved by the President/Head (**Annex 7**);
  - (b) Report of Checks Issued with supporting documents for ASC, signed by Disbursing Officer, approved by the Finance Officer or Authorized Official (**Annex 8**);
  - (c) Official receipts and other pertinent documents to substantiate the use of ASC;
  - (d) General Payroll duly signed by the recipients of TES (**Annex 9**);
  - (e) If disbursed through alternative modes under Section 6 (5) of these guidelines, RCI for TES, signed by the Cashier if released through check (**see Annex 8**); payroll register, if released through the bank; or transaction receipt, if released through any other alternative modes.
  - (f) Photocopy of Identification Card of the student with a specimen signature, or in case of submission of a certificate of non-issuance of ID by the HEI, a copy of the same certification, and any government-issued ID with specimen signature.
  - (g) For private HEIs, certification of the summary list of notarized TES Sharing Agreement between the TES grantee and the private HEI, which Agreement shall be executed only once upon receipt of their TES award number (**Annex 10**).
2. Any subsequent fund releases for SUCs, CHED-Recognized LUCs, and Private HEIs shall be withheld pending the submission of the herein required liquidation report.
  3. Any unused funds should be returned to CHEDROs together with the liquidation report.
  4. The liquidation of funds transferred to SUCs and CHED-Recognized LUCs shall be subject to the usual government accounting and auditing rules and regulations.

#### **SECTION 8. SANCTIONS AND PENALTIES**

After proper procedures were undertaken to conduct a fact-finding investigation of reported



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violations committed by any partner public or private implementing the TES, particularly concerning compliance with any provisions of this Guidelines, or related government accounting and audit regulations, the UniFAST Board, on the recommendation of the Executive Director, may impose any of the following sanctions, depending on the gravity of the violation:

1. Non-inclusion in the list of qualified HEIs for implementing the TES, without prejudice to any measures that may be undertaken by the UniFAST Board to maintain the TES availment of said HEI's qualified TES grantees;
2. Upon deliberation of the UniFAST Board, termination of the MOA for fraud, repeated non-liquidation of funds, and unjust withholding of any part of the component of TES;
3. Recommendation to the CHED en Banc to impose particular sanction to the HEI for committing violations under R.A 10931, after due process pursuant to RA 7722;
4. For serious violations that would merit the exercise of its authority, implement the procedure for filing of criminal sanctions as warranted under the UniFAST Law, RA 10687;
5. If any act or omission committed by an HEI or TES grantee in relation to the enjoyment of TES constitutes as a crime, persons liable shall be prosecuted against under the relevant penal statute; and
6. Such other penalties or sanctions as may be approved by the UniFAST Board.

#### **SECTION 9. ADVOCACY AND PROMOTIONS**

The Secretariat and CHED Regional Offices, in coordination with the UniFAST Board Members particularly the DepEd, NYC, PASUC, ALCU, and COCOPEA, and other institutions or entities shall regularly conduct advocacy and promotions campaigns to ensure that information about the TES, including but not limited to its benefits, terms of availment and processing period shall attain the widest reach and are known to participating HEIs and TES grantees.

#### **SECTION 10. INTERPRETATION CLAUSE**

All doubts in the implementation, interpretation, and construction of the provisions of these Guidelines and the provisions of R.A. No. 10931 and its IRR relating to TES shall be resolved in favor of a deserving TES grantee and the optimized utilization of government resources in education.

#### **SECTION 11. SEPARABILITY CLAUSE**

Should any part of these Guidelines be declared unconstitutional or invalid, the other parts or provisions hereof not affected shall continue to be in full force and effect.

#### **SECTION 12. REPEALING CLAUSE**

Any provisions of the following issuances that are inconsistent with any provisions of these Guidelines are hereby amended, modified, or repealed accordingly:

1. UniFAST Memorandum Circular No. 04, series of 2018 or the Guidelines on the Implementation of TES for Filipino Students;
2. UniFAST Memorandum Circular No. 01, series of 2019 or the Guidelines on the TES Disbursements and Monitoring System for Private HEIs with Validated TES Grantees During the Transitory Period in Academic Year 2018-2019;





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3. CHED-UniFAST-DBM Joint Memorandum Circular No. 07, series of 2019 or the Guidelines on the Tertiary Education Subsidy (TES) Program Pursuant to Special Provision No. 03, CHED Budget on Republic Act No. 11260 Also Known as the General Appropriations Act of FY 2019;
4. CHED-UniFAST-DBM Joint Memorandum Circular No. 04, series of 2020 or the Enhanced Guidelines on the TES Program; and,
5. UniFAST Memorandum Circular No. 01, series of 2021 or the Supplemental Guidelines on the Disbursement of Additional Grants for Tertiary Education Subsidy (TES) Beneficiaries in Programs Requiring Professional License or Certification or TES-3B.

Further, all other existing Memorandum Circulars, memoranda, and orders contrary to or inconsistent with any of the provisions of these Guidelines are hereby repealed or modified accordingly. All other provisions not affected by this amendment shall remain in full force and effect.

### **SECTION 13. EFFECTIVITY CLAUSE**

These guidelines shall take effect starting AY 2021-2022.

Approved by the UniFAST Board through UniFAST Board Resolution No. 2022-007 issued in its 39<sup>th</sup> Regular Meeting on January 28, 2022

Signed this 28<sup>th</sup> day of January 2022.

**UniFAST Board:**

**J. PROSPERO E. DE VERA III, DPA**  
Chairman  
Commission on Higher Education and  
Unified Student Financial Assistance  
System for Tertiary Education Board

**Attested by:**

**ATTY. RYAN L. ESTEVEZ**  
*Officer-In-Charge, Office of the Executive Director IV*  
UniFAST Secretariat



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**MEMORANDUM CIRCULAR NO. 02**  
**Series of 2021**

**TO :** COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL AND REGIONAL OFFICES  
DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)  
STATE UNIVERSITIES AND COLLEGES (SUCs)  
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUCs)  
PRIVATE HIGHER EDUCATION INSTITUTIONS (Private HEIs)  
OTHER CONCERNED STAKEHOLDERS

**SUBJECT:** GUIDELINES ON THE IMPLEMENTATION OF THE TULONG DUNONG PROGRAM FOR ACADEMIC YEAR 2020-2021 AND ONWARDS

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**RATIONALE**

The Unified Student Financial Assistance System for Tertiary Education (UniFAST) Board issue these Guidelines in order to:

1. Adopt guidelines to ensure that appropriations for Tertiary Education Subsidy (TES) are properly administered and implemented according to its purpose; and
2. Facilitate and expedite the disbursement of grants to ongoing and new Tulong Dunong Program (TDP) grantees in Academic Year (AY) 2020-2021 and onwards.

**Section 1. POLICY STATEMENT**

Special Provision (S.P.) No. 3, Volume I-B, CHED Budget on R.A. No. 11465 or the General Appropriations Act (GAA) for FY 2020 provides that, *the implementation of TES shall cover both the existing or ongoing grantees under the TDP and new students deserving of financial assistance grants: PROVIDED, That, all grantees shall be subject to the same subsidy rates, requirements, liquidation procedures and any other guidelines of the TES.*

Thus, in accordance with the pertinent provisions and mandates of the CHED under R.A. No. 7722, otherwise known as the "Higher Education Act of 1994 and the UniFAST under R.A. 10931, also known as the "Universal Access to Quality Tertiary Education Act", and pursuant to above-cited Special Provision, the CHED-UniFAST, issue these implementing guidelines to promote the efficient utilization of all funds intended for the rational implementation of the grants-in-aid program of the government.

**Section 2. PROGRAM TITLE**

The financial assistance shall be known as the Tulong-Dunong Program under the Tertiary Education Subsidy (TDP-TES) for A.Y. 2020-2021 and onwards.

**Section 3. COVERAGE**

The TDP-TES is intended for qualified ongoing and new TDP grantees for A.Y. 2020-2021 and the succeeding Academic Years, enrolled in CHED-recognized programs of Private Higher Education Institutions (private HEIs), State Universities and Colleges (SUCs), or CHED-recognized Local Universities and Colleges (LUCs) with Certificate of Program Compliance (COPC).

#### Section 4. FINANCIAL BENEFITS

A student-grantee shall be entitled to a maximum of Fifteen Thousand Pesos (Php15,000.00) grant for one academic year.

#### Section 5. QUALIFICATION REQUIREMENTS

An applicant for this grant must be a Filipino citizen with a combined household (parents/guardian) gross income which shall not exceed Four Hundred Thousand Pesos (Php400,000.00) and may be classified as one of the following:

- 5.1 An **Ongoing Grantee** must be TDP-TES grantee in A.Y. 2019-2020 and is currently enrolled in the First Semester of Academic Year 2020-2021, in any recognized curricular program year level in both Public and Private HEIs, ongoing TDP-TES grantees shall submit an accomplished TDP-TES Application Form for updating purposes; and
- 5.2 **New TDP-TES Grantees** in AY 2020-2021 and the succeeding academic years must be a Senior High School graduate; or an ongoing college student with earned units in CHED-recognized programs of Private HEIs, SUCs or LUCs with Certificate of Program Compliance (COPC) with at least a passing general weighted average (GWA); or a passer of the Alternative Learning Systems (ALS)/ Philippine Educational Placement TEST (PEPT).

#### 6.0 APPLICATION PROCEDURES AND DOCUMENTARY REQUIREMENTS FOR NEW TDP-TES GRANTEES

##### 6.1 Application Procedures

- 6.1.1 Student-applicant submits an accomplished **TDP-TES Application Form** together with the supporting documents directly to the concerned CHEDRO subject to further verification against the original documents, if necessary.

Deadline for submission for all applications shall be every September 30 of the current academic year. The UniFAST Secretariat may extend the deadline upon meritorious grounds.

- 6.1.2 CHEDRO evaluates the documents, prepares the certified list of qualified applicants per HEI.
- 6.1.3 CHEDRO notifies qualified applicants through HEIs and provides individual Notice of Award (NOA) to the qualified grantees duly signed by the Regional Director. A certificate of Award shall be given to the student-grantee signed by the CHEDRO, UniFAST Executive Director and the Chairman of the UniFAST Governing Board.
- 6.1.4 Qualified grantees accept the NOA and submit signed copy to the HEI.
- 6.1.5 HEI submits the signed NOA of every qualified grantee under the TDP-TES and other billing requirements.



## 6.2 Documentary Requirements

### 6.2.1 Academic Requirements

- a. **Qualified Incoming Freshmen students**- Certified True Copy of Senior High School Report Card and Certificate of Registration (COR) of school currently enrolled.
- b. **For applicants with Earned Units in College in CHED recognized programs of Private HEIs, LUCs and SUCS with COPC** – duly certified true copy of grades for the latest term/semester attended and COR of school currently enrolled.
- c. **For Other Applicants**
  - c.1 **ALS Passer** – duly certified copy of ALS Accreditation and Equivalency TEST Passer Certificate and COR of school currently enrolled.; and
  - c.2 **Philippine Educational Placement Test (PEPT) Passer** – duly certified copy of PEPT Certificate advancing to the next level and COR of school currently enrolled.

### 6.2.2 Income Requirement

The student-applicant shall submit any one of the following:

- a. Latest copy of contract or proof of income, for the children of Overseas Filipino Workers and seafarers;
- b. Case Study prepared and issued by the Municipal Social Welfare and Development Officer who must be a licensed social worker;
- c. Latest Income Tax Return and Bureau of Internal Revenue Form 2316 for fixed income earners of parents/guardians, if employed; or
- d. Certificate of Tax Exemption from the BIR of parents/guardian, if not employed.

## Section 7. VALIDATION, VERIFICATION, AND ISSUANCE OF NOTICE OF AWARD (NOA)

To facilitate the release of the NOA of new TDP-TES grantees in AY 2020-2021 and the new TDP-TES grantees for the succeeding Academic Years, the following process shall be observed:

- 7.1 CHEDRO shall conduct validation and verification of the documentary requirements submitted.
- 7.2 CHEDRO shall encode into the UniFAST TDP-TES Portal all qualified grantees.
- 7.3 CHEDRO shall generate the list of qualified grantees from the TDP-TES Portal.
- 7.4 CHEDRO shall provide the UniFAST Central Office with the list of qualified TDP-TES grantees, duly certified by the Regional Directors.
- 7.5 The UniFAST Central Office, upon receipt of the CHEDRO certified list will conduct verification to determine whether these grantees are grantees of TES and TDP of other regions.
- 7.6 In case the student is a TES grantee, he/she shall be delisted from the list of TDP grantees.
- 7.7 If a student is also a TDP grantee of other regions, his/her name shall only be in the list of TDP grantees of the region where the HEI to which he/she is enrolled is located.



- 7.8 Thereafter, the UniFAST Secretariat will generate and release a Master List of Qualified Grantees under the TDP-TES for AY 2020-2021 and the succeeding Academic Years, subject to the provisions of R.A. 10173 or the *Data Privacy Act of 2012*.
- 7.9 CHEDRO notifies qualified grantees through HEIs and provides individual Notice of Award (NOA) to the grantees.
- 7.10 Qualified grantees accept the NOA and submit a signed copy to the HEI.
- 7.11 HEI submits to CHEDRO the signed NOA of qualified grantees.

#### **Section 8. BILLING PROCESS**

- 8.1 Upon receipt of the Special Allotment Release Order (SARO) from the Department and Budget and Management (DBM), the CHED Regional Office shall request for the validated Master List of Grantees for every Academic Year from the UniFAST Central Office.
- 8.2 Upon receipt of the abovementioned documents, the CHEDRO shall:
  - a. Release the Master List to the HEIs;
  - b. Require the HEIs to submit the following documents:
    - i. Billing Statement, for HEIs with existing MOA with the CHEDRO (Annex A);
    - ii. Certificate of Registration (COR) [PDF file];
    - iii. Photocopy of ID with signature (PDF file); and
    - iv. Certified true copy of grades.
  - c. Prepare the Obligation Request and Status (ORS) based on the Master List of TDP-TES grantees and Disbursement Vouchers (DV) duly signed by the CHED Regional Director, in order to release the TDP-TES benefits.
- 8.4 For new and ongoing TDP-TES grantees who are not covered by the SARO directly released by DBM to CHEDROs, the UniFAST Central Office shall submit to the CHED Administrative Financial and Management Service (AFMS) the following documents for the request of fund transfer:
  - a. Generated Master List of Grantees;
  - b. Request for Sub-Allotment Release Order (Sub-ARO); and
  - c. Request for Fund Transfer

#### **Section 9. DISBURSEMENT PROCEDURE**

- 9.1 The CHEDRO shall transfer the financial benefits of grantees through HEIs with the existing Memorandum of Agreement (MOA) with the UniFAST. In such a case, the HEIs shall be required to submit to CHEDRO a payroll (Annex B) that serves as a record of the release of benefits to the grantees.
- 9.2 The CHEDRO shall pay directly to the grantees based on any of the following conditions/circumstances:
  - a. If enrolled in HEIs without MOAs with UniFAST;
  - b. If enrolled in HEIs with unliquidated balances; and
  - c. If enrolled in HEIs with verified complaint/s on StuFAP related issues.
- 9.3 Utilization and disbursement of funds shall be subject to the usual budgeting, accounting, and auditing rules and regulations.

#### **Section 10. ADMINISTRATIVE SUPPORT COST FOR CHEDRO**

The Administrative Support Cost (ASC) of One percent (1%) of the total TDP-TES grants shall be given to the CHEDRO to cover the following expenses relative to the implementation of the program: the hiring of project technical staff or job order, documentations and notarial



services, meetings, consultations, orientations, general assembly, office supplies and materials, communication, monitoring, and transportation/travel.

### **Section 11. OTHER RESPONSIBILITIES OF IMPLEMENTERS**

11.1 The UniFAST shall:

- a. Conduct orientation on the implementation of these guidelines and other relevant activities;
- b. Submit reports to the UniFAST Board and other concerned agencies;
- c. Maintain an online portal for TDP-TES grantees; and
- d. Monitor the regional implementation of the program.

11.2 The CHED Regional Office shall:

- a. Attend orientation of the UniFAST Central Office on these guidelines; and
- b. Orient the students of their obligations, duties, and responsibilities upon acceptance of the grant;
- c. Maintain a regional database of TDP-TES grantees;
- d. Monitor participating HEIs and grantees;
- e. Facilitate the release of the financial benefits of the grantees; and
- f. Submit reports to UniFAST regarding the implementation of the program.

11.3 The DBM shall release the SARO and NCA directly to CHEDROs effective AY 2020-2021 onwards, unless otherwise provided by subsequent issuances.

11.4 The HEIs shall:

- a. Assist the grantees in the submission of the required documents;
- b. Facilitate immediate release of financial benefits;
- c. Submit to CHEDRO liquidation report pursuant to Section 9 hereof; and
- d. Submit to CHEDRO a report or data on the grantees.

### **Section 12. GROUNDS FOR TERMINATION OF GRANTS**

Any of the following shall be grounds for termination:

- 12.1 Failure to confirm acceptance of the award within 15 calendar days from receipt of NOA
- 12.2 Failure to maintain a GWA of at least a passing grade, regardless of the status of grades per subject;
- 12.3 Dropped out from the HEI;
- 12.4 Failure to enroll a regular load per term, as determined and approved by HEIs;
- 12.5 Failure to secure approval from concerned CHEDRO deferment of the grant, or transferring to another program or HEI;
- 12.6 Submission of falsified or fake documents; and
- 12.7 Availment of multiple national government-funded assistance, except for Free Higher Education in SUCs and LUCs under R.A. 10931 or the *Universal Access to Quality Tertiary Education Act*

### **Section 13. GROUNDS FOR REPLACEMENT**

Within 30 days from the opening of the First Semester of AY 2020-2021 and within 30 days after the opening of the First Semester of every succeeding Academic Year, replacement of grantees shall be allowed based on Section 12 hereof.

Thereafter, the UniFAST Secretariat shall endorse to the CHEDROs the qualified TDP grantees for replacement.



**Section 14. SANCTIONS FOR VIOLATIONS OF THE GUIDELINES**

Any violation of these guidelines amounting to a criminal act or administrative offense, as the case may be, shall be dealt with in accordance with applicable law.

**Section 15. RESOLUTION OF ISSUES**

Interpretation of the provisions of this Memorandum Circular, including cases not covered herein, shall be referred to the UniFAST Board for resolution.

**Section 16. TRANSPARENCY AND ACCOUNTABILITY**

The agencies concerned shall adopt a strict policy on transparency and accountability in the disbursement of funds and shall be governed by existing and relevant laws.

**Section 17. SEPARABILITY CLAUSE**

If any part or provision of this Memorandum Circular is declared void or unconstitutional by operation of law or rules and regulations, the same shall apply only to that specific provision and the remaining clauses/ provisions shall subsist and remain valid and enforceable.

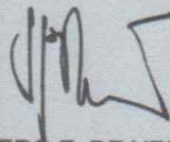
**Section 18. REPEALING CLAUSE**

All other existing orders and memoranda which are contrary to or inconsistent with any of the provisions of this Memorandum Circular shall be deemed repealed or modified accordingly.

**Section 19. EFFECTIVITY**


This Memorandum Circular shall take effect immediately.

**UniFAST Governing 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

