



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

Ground Floor, Philippine Social Science Council Bldg. Commonwealth Avenue, Diliman Quezon City
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Memorandum Circular No. 2018-0004
October 15, 2018

TO : COMMISSION ON HIGHER EDUCATION (CHED)
DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)
DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)
PHILIPPINE STATE UNIVERSITIES AND COLLEGES (SUCs)
LOCAL UNIVERSITIES AND COLLEGES (LUCs)
PRIVATE HIGHER EDUCATION INSTITUTIONS (PHEIs)

FROM : UniFAST GOVERNING BOARD

SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF THE TERTIARY EDUCATION SUBSIDY (TES) FOR FILIPINO STUDENTS

1.0 RATIONALE

Pursuant to the authority vested in the Unified Student Financial Assistance System for Tertiary Education (UniFAST) Board under Section 7 and Section 10 of Republic Act No. 10931, also known as the Universal Access to Quality Tertiary Education Act of 2017, and Rule 4, Section 47, and Section 59 of its Implementing Rules and Regulations (IRR) the following guidelines are hereby promulgated to ensure the efficient and effective implementation of the provisions under Sections 7 (TES for Filipino Students), 10 (Quality Standards for SUC and LUC Budgets, TES, and Student Loan Programs), and 15 (Appropriations) of the Act.

TES for Filipino Students is one of the five components of RA No. 10931 with the other four components being the (1) Free Higher Education in SUCs and LUCs (Section 4), (2) Free TVET in Postsecondary TVIs (Sections 5), (3) Student Loan Program for Tertiary Education (Section 8) and (4) Strengthening of the Unified Student Financial Assistance System for Tertiary Education (Section 13).

The statements from the provisions of R.A. No. 10931 and its IRR relevant to the design and implementation of TES are as follows:

1.1 Section 7 of R.A. No. 10931. Tertiary Education Subsidy for Filipino Students.

"To support the cost of tertiary education or any part or portion thereof, a TES is hereby established for all Filipino students who shall enroll in undergraduate-post-secondary programs of SUCs, LUCs private HEIs and all TVIs. The TES shall be administered by the UniFAST Board and the amount necessary to fund the TES shall be included in the budgets of the CHED and the TESDA: Provided, That prioritization shall be given to students in the following order: (a) students who are part of households included in the Listahanan 2.0, ranked according to the estimated per capita household income; and (b) students not part of the Listahanan 2.0, ranked according to estimated per



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capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board: Provided, further, That such prioritization shall not apply to Filipino students in cities and municipalities with no existing SUC or LUC campus.

The TES may, among others, and to support the cost of tertiary education or any part or portion thereof, cover the following:

- a. Tuition and other school fees in private HEIs, and private or LGU- operated TVIs, which shall be equivalent to the tuition and other school fees of the nearest SUC or state-run TVI in their respective areas;
- b. All allowance for books, supplies transportation and miscellaneous personal expenses including a reasonable allowance for the documented rental or purchase of a personal computer or laptop and other education-related expenses;
- c. An allowance for room and board costs incurred by the student;
- d. For a student with a disability, an allowance for expenses related to the student's disability including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred: and
- e. 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: Provided, That the amount of subsidy shall be based on the guidelines set forth by the UniFAST Board and on the annual budgetary appropriation for this purpose."

1.2 Section 10 of R.A. No. 10931. Quality Standards for SUC and LUC Budgets, TES, and Student Loan Programs.

"...The detailed design of the TES and student loan programs shall also be subject to similar quality indicators defined by the UniFAST Board."

1.3 Section 15 of R.A. No. 10931. Appropriations.

"The amounts necessary to carry out the provisions of this Act, specifically Sections 4, 5, 7, and 8 shall be included in the annual General Appropriations Act (GAA) and shall be appropriated under SUCs, CHED, and TESDA in accordance with the provisions of this Act: Provided, That an amount equivalent to not more than three percent (3%) of the TES and student loan program for tertiary education provided under this Act may be used as administrative cost under the UniFAST."

1.4 Section 26 of the IRR of R.A. 10931. Administration.

"The TES shall be administered by the UniFAST Board, which shall develop detailed guidelines to properly allocate the TES to eligible students, subject



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to the prioritization guidelines in Section 7 of the Act. The formulated guidelines shall ensure the enforcement of Section 2(b) and Section 2(f) of the Act by strengthening the complementary roles between public and private institutions in Tertiary Education while maintaining the civic liberty of students in their choice of programs and institutions to enroll in.”

1.5 Section 47 of the IRR of R.A 10931. Grants-in-Aid

“The TES is essentially the national grants-in-aid program. Similar programs funded by the government shall be harmonized by the UniFAST Board, subject to the transitory provisions in Section 59 of the IRR. A list of government-funded affirmative-action grants-in-aid programs, which will be finalized by the UniFAST Board, may be availed by eligible individuals in addition to availing of the provisions in the Act”

1.6 Section 59 of the IRR of R.A 10931. Harmonization of Nationally-funded Grants-in-Aid Programs.

“Within two (2) years from the effectivity of the Act, the UniFAST Board shall exercise its mandate to harmonize all publicly-funded StuFAPs according to the three main modalities of StuFAPs: scholarships, grants-in-aid, and student loans. The TES shall serve as the national grants-in-aid program, and redundant and/or ineffective programs shall be subsumed by the TES mechanism. Provided, that during the transitory period, the UniFAST Board shall issue TES guidelines that takes into consideration the welfare of beneficiaries of StuFAPs adversely affected by the implementation of the TES, as well as other high-priority sectors of society.”

2.0 PROGRAM TITLE

The program shall prioritize the poorest tertiary education students and ensure access to students in underserved communities. TES targets, not necessarily those who are poor, but also those who have no access in public university system.

3.0 COVERAGE

3.1 Eligible Students

As set forth in Section 22 of the IRR, the program shall support the cost of tertiary education or any portion thereof for all Filipino students who shall enroll in either their first undergraduate post- secondary program offered in SUCs, LUCs, and private HEIs or in a post-secondary TVET program leading to non-degree certificate or diploma programs offered in private TVIs whose programs are registered with TESDA, subject to prioritization and availability of funds;

Provided the following conditions are met:

- a. For students enrolling in higher education programs,



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- (i) that they qualify under the existing admission and retention requirements of the SUCs, LUCs, and private HEIs or they qualify under any other future qualification policies that the UniFAST Board may mandate and
 - (ii) that they are enrolled in SUCs, CHED-recognized LUCs, or in programs of private HEIs that are in the Registry.
- b. For students enrolling in TVET programs,
- (i) that they are senior high school graduates or its equivalent from DepEd-recognized educational institutions or 4th year high school or Grade 10 graduates prior to the implementation of the K to 12 program and that they undertake and/or qualify under the screening/assessment procedure, trade test, or skills competency evaluation of respective private TVIs or they qualify under any other future qualification policies that the UniFAST Board may mandate and
 - (ii) that they must not have availed of any other scholarship or student assistance program prior to the availment of the TES (i.e. TWSP, STEP, PESFA). that they are enrolled in programs of private TVIs that are in the Registry.

3.2 Ineligible for TES

As set forth in Section 28 of the IRR, the following students are not eligible for the TES benefits:

- (a) students who did not qualify under the admission and retention requirements of eligible SUCs, LUCs, and private HEIs or under any other future qualification policies that the UniFAST Board may mandate;
- (b) students in SUCs, LUCs, and private HEIs who have exceeded the Maximum Residency Rule (MRR) of any programs in any HEI or the MRR in any HEI, whichever is shorter;
- (c) students in SUCs, LUCs, and private HEIs who have been expelled from any HEI, provided that those who have been honorably dismissed and were accepted in other institutions would continue to avail of the TES;
- (d) students enrolled in programs and/or in HEIs not included in the Registry;
- (e) students who are studying in Private HEIs located in cities or municipalities with no SUC or CHED-recognized LUC but are not residing in the cities or municipalities where said Private HEI is located;
- (f) students who did not undertake and/or qualify under the TVIs' screening/assessment procedure, or skills competency evaluation; and
- (g) students enrolled in TVET programs not included in the Registry.

3.3 Exceptions to TES

Following Section 47 and Section 59 of the IRR, the following students are also not



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eligible for the TES benefits:

- (a) students enrolled in TESDA-registered programs in any TVI who availed of government-funded StuFAPs other than the Free TVET provision; and
- (b) students benefitting from nationally-funded means-based grants-in-aid StuFAPs other than the TES subject to provisions on harmonization in Section, provided that students who could be eligible for other means-based grants-in-aid StuFAPs are not disallowed to apply for TES; provided further that students may not accept other means-based grants-in-aid StuFAPs once they are awarded the TES.

4.0 DEFINITION OF TERMS

4.1 **Act** refers to Republic Act No. 10931, also known as the "Universal Access to Quality Tertiary Education Act of 2017;"

4.2 **Cost of tertiary education** refers to (1) tuition and other school fees, (2) educational expenses, and (3) the cost of living allowance;

4.3 **Higher education** refers to the stage of formal education, or its equivalent, which requires the completion of secondary education and which covers programs of study that lead to associate degrees and bachelor and advanced degrees;

4.4 **Higher Education Institution (HEI)** refers to an educational institution authorized and recognized by the CHED to offer bachelor's degrees or graduate courses;

4.5 **Implementing Rules and Regulations** refers to the IRR of the Universal Access to Quality Tertiary Education Act of 2017, and henceforth referred to as the "IRR;"

4.6 **Local Universities and Colleges (LUCs)** refer to CHED-recognized public HEIs established by local government units (LGUs) through an enabling ordinance, financially supported by the LGU concerned, and compliant with the policies, standards, and guidelines of the CHED;"

4.7 **National College Readiness Assessment (NCRA)** refers to a comprehensive diagnostic assessment of students which provides HEIs with information on aptitude, intellectual ability, and socio-emotional disposition, for the purpose of student admission and with the aim of designing the appropriate guidance and intervention program for students in need;

4.8 **National Household Targeting System for Poverty Reduction (NHTS-PR) or Listahanan 2.0** refers to the information management system of the Department of Social Welfare and Development (DSWD) that identifies who and where the poor are in the country. The system makes available to national government agencies



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and other social protection stakeholders a database of poor families as reference in identifying potential beneficiaries of social protection programs;

4.9 Nominal duration refers to the estimated learning hours which indicate the time for an average person to achieve the learning outcomes of the units of competency, inclusive of classroom contact time, laboratory/field work/practicum, and other methods of study/assignment, as defined in the Training Regulations;"

4.10 Online Portal for Partner Institutions refers to the specially designed electronic interface that shall serve as a gateway and point of access for UniFAST partner institutions for information exchange, information navigation, and notifications from either UniFAST or the partner institution and which can be accessed from multiple platforms like personal computers, smart phones and other electronic devices; provided that, this portal shall either be internally developed by UniFAST or provided through a third-party service provider subject to Section 26 of the IRR; provided further that, this online portal shall be subject to the provisions of Republic Act No. 10173, otherwise known as "Data Privacy Act", and its Implementing Rules and Regulations (IRR).

4.11 Online Portal for Students refers to the specially designed electronic interface that shall serve as a gateway and point of access for all students enrolling in SUCs, LUCs, PHEIs, and all TVIs and/or beneficiaries of government-funded StuFAPs for information exchange, information navigation, and notifications from UniFAST or from the student and which can be accessed from multiple platforms like personal computers, smart phones and other electronic devices; provided that, this portal shall either be internally developed by UniFAST or provided through a third-party service provider subject to Section 26 of the IRR; provided further that, this online portal shall be subject to the provisions of Republic Act No. 10173, otherwise known as "Data Privacy Act", and its Implementing Rules and Regulations (IRR).

4.12 Private Higher Education Institution (PHEI) refers to an HEI that is not funded, owned and controlled by the government or any of its instrumentalities;

4.13 Private Technical-Vocational Institution (PTVI) refers to post-secondary Technical-Vocational Institution that is being run by the private sector and offers programs registered with the Technical Education and Skills Development Authority (TESDA);

4.14 Qualifying Examination for Scoring Students (QESS), as defined in Section 3(i) of Republic Act No. 10687, refers to the appropriate annual examination and assessment of potential beneficiaries, and which may be separately designed for undergraduate and graduate students and adopted by the UniFAST Board for all prospective applicants of any one of the modalities of StuFAPs, as referred to in Section 15(h) of RA No. 10687. This may eventually evolve into an expanded NCRA, as referred to in (qq) above, to also cover TVET students;"

4.15 Quality refers to the notion of quality adopted by CHED for quality



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assurance purposes: (1)“Fitness for purpose,” which is generally used by international bodies for assessment and accreditation, requires the translation of the institution’s vision, mission, and goals into its learning outcomes, programs, and system; (2)“Exceptional,” which means being distinctive; exceeding very high standards; or in conformance to standards based on a system of compatibility using criteria and ratings; and (3) Quality as “developing a culture of quality,” which is the transformational dimension of the CHED notion of quality;

4.16 Registry of Programs and Institutions refer to the Registry of Programs and Institutions defined in Section 4(k) of Republic Act No. 10687 as quality-assured academic and research programs and tertiary institutions certified by the CHED and/or TESDA as complying with acceptable standards, and which shall be referred to from hereon as the “Registry”;

4.17 State Universities and Colleges (SUCs) refer to public HEIs established by national laws, which are financed and maintained by the national government and are governed by their respective independent Boards of Trustees or Regents;

4.18 Technical-Vocational Education and Training (TVET) refers to the education process designed at post-secondary and lower tertiary levels, officially recognized as non-degree programs aimed at preparing technicians, para-professionals, and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific, and technological studies, and related job skills training;

4.19 Technical-Vocational Institutions (TVIs) refer to learning institutions offering post-secondary TVET. These include TESDA Technology Institutions, Public and Private Technical Vocational Institutes, Private Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), Training Centers, and enterprises offering TVET programs;

4.20 Tertiary education refers to the stage of education following the secondary cycle, which covers post-secondary non-degree diploma, TVET, and higher education programs, including graduate and advanced education;

4.21 Undergraduate courses refer to any program leading to a degree, as may be authorized and recognized by the CHED. This may include, but is not limited to, courses completed through the ETEEAP, Ladderized Education, and colleges offering open distance learning (i.e., open university, distance learning, e-learning);

4.22 UniFAST Partner-Institutions refers to higher education institutions, technical-vocational institutions, government financing institutions, and other government agencies and private institutions that would partner with the UniFAST Secretariat in various aspects of implementing TES, with the partnership established either through a Memorandum of Agreement or through other legal documents such as guidelines and implementing rules and regulations.

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(UniFAST) refers to the harmonized, State-run and administered system of higher education and technical-vocational scholarships, grants-in-aid, student loans, and other modalities of student financial assistance program promulgated under Republic Act No.10687.

5.0 ENTITLEMENT TO THE TES

5.1 Student Prioritization

As set forth in Section 7 of the Act, students who are eligible to avail of the TES benefits shall be ranked in the following order of prioritization, subject to the availability of TES funds:

- a. Students who shall enroll in a tertiary education institution AND belong to households that are in the list of poor or near-poor households based on the most recently released official National Household Targeting System (NHTS) or Listahanan database, ranked according to their estimated per capita income or the equivalent proxy income variable recommended by the National Household Targeting System Office (NHTS) of the DSWD such as the Proxy Means Test (PMT) scores; and
- b. Students who shall enroll in a tertiary education institution and excluded from (a), ranked according to their per capita income based on submitted document(s) of proof of income certified by the Bureau of Internal Revenue (BIR).

Provided that, the above prioritization shall not apply to students residing and studying in cities and municipalities with no existing SUC and LUC campus;

Provided further that, the above prioritization shall not apply to TVET program students residing and studying in cities and municipalities with no existing state-run TVIs. In the event that the students are studying in a Private Higher Education institutions (HEIs) in municipalities or cities without State / local Universities and Colleges but are not residents of the municipality or city where the private HEI is located, due to budgetary constraints on the impact of accommodating students who are non-residents in cities or municipalities where the Private HEIs are located will not be allowed.

Provided further that Private HEIs submit a list of enrollees, Certificate of Registration and documentary proof of residency. However, during the transition, the Private HEIs submit the list of enrollees and certify that everyone on the list are residents of the municipality or city.

As set forth in Section 25 of the IRR, "[t]he National Commission on Indigenous Peoples (NCIP), Office of the Presidential Adviser on the Peace Process (OPAPP), Department of Agriculture (DA) and other government agencies that provide need-based scholarships to disadvantaged groups shall work with the DSWD to develop the Listahanan that can be used for TES." The said list shall be submitted and



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adopted by the UNIFAST Board, if approved by the DSWD, starting Academic Year 2019-2020.

5.2 Entitlements

A. The amount and coverage of the TES shall be determined following the general rules set forth in Section 24 of the IRR.

(1) Normative amounts shall be set for the following:

- a. TES for tuition and other school fees in private institutions as defined in (a) of Section 7 of the Act, referred to as "TES-1" hereinafter;
- b. TES for education-related expenses as defined in (b) to (c) of Section 7 of the Act, referred to as "TES- 2" hereinafter;
- c. TES for expenses defined in (d) and (e) of Section 7 of the Act, referred to as "TES-3" hereinafter, where:
 - i. TES for expenses defined in (d) of Section 7 of the Act, referred to as "TES-3a" hereinafter; and
 - ii. TES for expenses defined in (e) of Section 7 of the Act, referred to as "TES-3b" hereinafter.

(2) TES benefits awarded to qualified students shall correspond to the institution and programs they are enrolled in.

- a. For eligible students enrolled in higher education programs in the Registry:
 - i. those enrolled in SUCs and LUCs included in the Registry shall be entitled to TES-2, and TES-3, if necessary and
 - ii. those enrolled in private HEIs included in the Registry shall be entitled to TES-1, TES-2, and TES- 3, if necessary.
- b. For eligible learners enrolled in TESDA-registered TVET programs:
 - i. those enrolled in SUCs, LUCs, LGU-run TVIs, and TESDA TTIs, shall be entitled to TES-2, with the amount corresponding to the length of TVET program they are enrolled in, and TES-3, if necessary. Provided, that the above entitlements will automatically be included in the benefits received by the students availing of the Free TVET provision, as stated in Section 16 of the IRR and
 - ii. those enrolled in private HEIs and private TVIs shall be entitled to TES-1, TES-2, with the amount corresponding to the length of TVET program they are enrolled in, and TES-3, if necessary.



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- (3) Students who are eligible of the TES-3b may avail of the benefit within two years starting from the academic year the student is expected to graduate; provided that for programs requiring mandatory years of work experience prior to taking licensure examination, the students shall avail of the TES-3b no longer than one year after the end of the mandatory period for work; provided further that the student should work within a year after graduation if work experience is a requirement prior to the taking of the licensure exam. Subsidy to be given on a reimbursement basis to students who have graduated and after they have taken the licensure exam.
- (4) All eligible TES beneficiaries shall be entitled to (a) a full academic-year worth of grant amount for students enrolled in higher education programs, subject to yearly renewal if qualified based on their continued studies, subject to provisions in Section 6.6; or (b) the grant amount corresponding to the recommended period of completion of the TVET program for eligible learners.
- (5) The UniFAST Board shall periodically review and set the amount of subsidy based on the results of a regularly conducted cost norms study, subject to the transitory provisions in Section 11.0 of these guidelines. Provided that,
- (6) The amount of subsidy for students enrolled in TESDA-registered TVET programs in private TVIs shall be similar to the Free TVET entitlement and shall cover the following:
 - a. tuition and other training-related fees
 - b. consumables;
 - c. cost of utilities;
 - d. cost of facilities, equipment and tools maintenance;
 - e. honorarium of trainers;
 - f. living allowance (transportation or board and lodging);
 - g. miscellaneous fees;
 - h. National Competency Assessment fee depending on the qualification;
 - i. instructional materials allowance; and
 - j. starter toolkit corresponding to the program.
- (7) The cost estimates for the TES shall adopt the same cost parameters as that of Free TVET. The TESDA Board shall conduct an annual review of the amount of subsidy for adjustment as necessary.
- (8) The amount of the allowance for expenses related to the student or learner's disability shall be determined by the UniFAST Board, for higher education, and the TESDA Board, for TVET.



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5.3 Master List of Potential Eligible Beneficiaries

- A. UniFAST shall generate the official master list of eligible TES beneficiaries. The generation of said list shall be centralized and administered solely by the UniFAST. This list shall henceforth be referred to as the "master list".
- B. UniFAST shall generate the master list following the guidelines on student prioritization stated in Section 4 of the Act and Section 5.1 in these guidelines.

5.4 Allocation of TES

- A. The TES shall be allocated directly to the student, subject to the prioritization indicated in section 5.1 of these guidelines; provided that, the assessment and awarding of benefits and the disbursements of benefits shall be subject to Sections 6.4 and 6.5, respectively, of these guidelines.
- B. The TES shall be first allocated to those in the master list;
 - (1) provided that, the UniFAST Board shall create a mechanism for the initial allocation of funds between students enrolling in higher education programs and TVET programs;
 - (2) provided further that, for students enrolling in higher education programs, the UniFAST Board shall create a mechanism for the initial allocation of funds between students enrolling in HEIs with Academic Year beginning during in the 2nd quarter of the Calendar Year and those enrolling in HEIs with Academic Year beginning in the 3rd quarter of the Calendar Year.
- C. If there are remaining TES funds after allocating for those in the master list, these funds shall be made available to qualified students through open applications for the remaining slots, subject to operational procedures in Section 6.3 of these guidelines and the UniFAST Board approval.

6.0 AVAILMENT OF TES

6.1 Informing Potential TES Beneficiaries of Their Eligibility

- A. UniFAST shall inform potential new and continuing TES beneficiaries included in the TES master list, the number of which shall correspond to the available TES slots that are subject to the availability of funds of their eligibility no later than the end of the first quarter of the Calendar Year, subject to the provisions of Republic Act No. 10173, otherwise known as "Data Privacy Act of 2012", and its Implementing Rules and Regulations (IRR); provided that, during the transitory period, the operational procedures in Section 11 of these guidelines shall be followed.



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- B. Potential new TES beneficiaries shall be informed of their eligibility through an Online Portal for Students and/or other communication platforms as determined by the UniFAST Governing Board, subject to the provisions of RA No. 10173 and its IRR.
- C. Continuing TES beneficiaries shall be updated of their eligibility through an Online Portal for Students or through various offline modalities, if the need arises.
- D. UniFAST shall coordinate with the Department of Education (DepEd) in the sharing of their database of DepEd Student's Learner's Reference Number (LRN) with UniFAST. The database shall be used as additional reference in the identification of students who are in the Masterlist and need to be informed of their eligibility prior to enrollment, when applicable; provided that UniFAST and DepEd shall enter into a Memorandum of Agreement in the sharing of the database, if needed.

6.2 Submission Procedures for HEIs and TVIs

- A. UniFAST shall provide an Online Portal for Partner Institutions through which TES Partner Institutions can coordinate with UniFAST in all stages of the TES program implementation. UniFAST may internally develop the system to create this platform or may enter into a contract with public or private educational subsidy or voucher providers to adapt their existing systems subject to provisions of Section 26 of the IRR .
- B. SUCs, CHED-recognized LUCs, and private HEIs and TVIs that are offering programs listed in the Registry shall submit to UniFAST, through the Online Portal for Partner Institutions, the list of names of enrolled undergraduate and/or TVET students provided that private HEIs in cities or municipalities with no existing SUC or LUC campus shall provide documents certifying the residence of enrolled students residing in the same city or municipality where the private HEI is located subject to Section 6.4(g.4) and transitory provisions in Section 11 of these guidelines; provided that such official document is the Barangay Certificate of Residency duly signed and certified by the barangay captain where the student is residing in.
- C. All submissions shall be made no later than two weeks after the end of the registration period of the institution.
- D. The list submitted by the institutions shall be subject to assessment procedures in Section 6.4 in these Guidelines.

6.3 Application Procedures

- A. UniFAST Board shall call for open applications for students not in the master





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list towards the end of the 3rd quarter of the Calendar Year, subject to transitory provisions in Section 11 of these guidelines, provided that there are remaining TES slots after the awarding of eligible students in the master list.

- B. All eligible students may apply through various platforms, namely :
- (1) Through an Online Portal for Students, which shall be made available by UniFAST, and accessible through:
 - a. home-owned or personally-owned computer units, laptops, or tablets;
 - b. mobile applications;
 - c. computer, laptop, or tablet units in HEIs, TVIs, and secondary education institutions; and
 - d. computer, laptop, or tablet units publicly accessible in regional and/or provincial offices of government agencies including but not limited to those comprising the UniFAST Board.
 - (2) Through online or offline, pen-and-paper-based application, which shall be made available in selected institutions. These institutions shall include but are not limited to:
 - a. Tertiary Education Institutions (TEIs) for students enrolling or enrolled in tertiary-education-level programs;
 - b. Secondary Education Institutions and TEIs for senior high students, including (senior) high school graduates; and
 - c. Regional and/or Provincial offices of government agencies including but not limited to those comprising the UniFAST Board.
 - (3) Provided that UniFAST Regional Coordinators and/or other UniFAST staff assigned by the UniFAST Executive Director and staff as may be assigned by Higher Education Institutions, Regional Offices, and/or Provincial Offices shall facilitate the direct application of students to the TES program.
 - (4) For learners intending to enroll in the private TVIs, they can file their application for TES through the TVIs where they intend to enroll, which would in turn submit the applications to the UniFAST Secretariat for validation processing.
- C. If applicable, students not included in the master list shall be required to submit to the UniFAST Secretariat through the CHED Regional Offices the following documentary requirements:
- (1) Completed application form
 - (2) Photograph of the applicant
 - (3) Document(s) of proof of income, which include any of the following:
 - a. Income Tax Return (ITR), if applicable,
 - b. Bureau of Internal Revenue (BIR) Form 2316, if applicable,
 - c. BIR Certificate of No Income, if applicable and
 - d. Barangay Certificate of Indigency, if applicable, provided that, it is



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also certified by the Municipal Social Welfare Development (MSWD)

6.4 Assessment and Awarding Procedures

- A. UniFAST shall assess the lists of students submitted by HEIs or applications directly received from students per Section 6.3(3), following the eligibility guidelines in Section 3 and prioritization guidelines in Section 5.1. This does not preclude UniFAST from engaging service providers that may perform this function on behalf of the Board.
- B. The assessment procedure shall be centralized and administered solely by UniFAST.
- C. SUCs, CHED-recognized LUCs, and private HEIs and TVIs that offer programs listed in the Registry shall allow eligible TES awardees to be admitted even prior to the disbursement of the TES award, provided, that they directly verify the legitimacy of the award with UniFAST through the submission to UniFAST of the list of names of enrolled undergraduate and/or TVET students as indicated in Section 6.2 of these Guidelines.
- D. Eligible students in the lists of enrollment submitted by SUCs, CHED-recognized LUCs, and private HEIs and TVIs that offer programs listed in the Registry shall be awarded the TES benefits, subject to the prioritization guidelines in Section 5.1 and availability of funds for TES. Thus,
 - (1) Students enrolled in an SUC and are ESGP-PA beneficiaries shall continue enjoying the same benefits received as ESGP-PA beneficiaries, until such time they graduate or are transferred into the TES program;
 - (2) Students enrolled in higher degree programs in private HEIs in cities and municipalities with no existing SUC and LUC campus or enrolled in TVET programs in private TVIs in cities and municipalities with no existing state-run TVIs shall be awarded the TES, provided they are enrolled in programs that are in the Registry and have the requisite documents required in Section 6.2(c) of these guidelines indicating residency in the same city or municipality where the private HEI/TVI is located;
 - (3) Students enrolled in an SUC and are not ESGP-PA beneficiaries shall be subject to the prioritization guidelines of Section 5.1 and to the availability of funds for TES;
 - (4) Students enrolled in CHED-recognized LUCs shall be subject to the prioritization guidelines of Section 5.1 and to the availability of funds for TES;
 - (5) Students enrolled in higher degree programs in private HEIs in cities and municipalities with existing SUC campus or LUC campus or those enrolled in TVET programs in private TVIs in cities and municipalities



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with existing state-run TVIs shall be subject to the prioritization guidelines of Section 5.1 and to the availability of funds for TES, provided they are enrolled in programs that are in the Registry;

- (6) Students enrolled in higher degree programs in private HEIs in cities and municipalities with no existing SUC and LUC campus or enrolled in TVET programs in private TVIs in cities and municipalities with no existing state-run TVIs *but does not* have the requisite documents required in Section 6.2(b) of these guidelines indicating residency in the same city or municipality where the private HEI/TVI is located shall be subject to the prioritization guidelines of Section 5.1 and to the availability of funds for TES, provided they are enrolled in programs that are in the Registry; and
- (7) Students enrolled in state-run TVIs shall benefit from Rule 3 of the Act.
 - a. Among those who applied directly to UniFAST, only students validated to have enrolled and assessed to be eligible by UniFAST shall be awarded the TES benefits, subject to the prioritization guidelines in Section 5.1 and to the availability of funds for TES.
 - b. UniFAST shall directly notify institutions of the list of students who are awarded the TES through various communication platforms, including the Online Portal for Partner Institutions, subject to the provisions of RA No. 10173 and its IRR, within one month after the end of enrollment period.
 - c. UniFAST shall directly notify students who are awarded the TES through various communication platforms, including but not limited to electronic email, post mail, text messaging, or the Online Portal for Students, subject to the provisions of RA No. 10173 and its IRR, within one month after the end of the enrollment period. Provided that:
 - i. Students with disability shall be requested to submit a copy of their PWD ID through the Online Portal for Students.
 - ii. UniFAST shall request the National Council for Disability Affairs (NCDA) to certify the list of students assessed to be eligible TES beneficiaries and have disability(ies).
 - iii. Students eligible for the TES 3b may avail of the TES 3b benefits prior to taking the licensure or qualifying examination; provided that the student shall be requested to submit an official document indicating intent of taking the required qualification or licensure examination, which shall be certified by the Professional Regulation Commission (PRC); provided further that the UniFAST shall enter into a Memorandum of Agreement with the PRC for the provision of such certifications for students eligible for the TES 3b.
 - iv. If still necessary, students enrolled in private HEIs in city or municipality with no existing SUC or LUC campus shall be



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required to submit documents certifying their residency in the same city or municipality where the private HEI is located.

6.5 Disbursement Procedures

- A. UniFAST shall require assessment form(s), certificate(s) of registration or statement of accounts certified by the registrar of the eligible institution as the pre-requisite document for claiming the TES award for each academic year or program cycle.
- B. UniFAST shall effect the disbursement of benefits to institutions and/or students through Partner Institutions such as Government Financial Institutions (GFIs) and subject to the Transitory Provision in Section 11.
- C. UniFAST shall sign a Memorandum of Agreement (MOA) with UniFAST Partner-Institutions in the disbursement of TES benefits to student-beneficiaries of TES and/or eligible higher education institutions, which shall indicate all the conditions for the effective and efficient implementation of the TES.
- D. TES grants shall cover periods no longer than one (1) academic year, which shall be referred to henceforth as "TES annual benefit package".
- E. Payments of TES-1 and TES-2 to students enrolling in private institutions will be determined and disbursed or each term to ensure that the TES annual benefit package will first cover the required amount for tuition and other school fees in all semesters in an Academic Year. Thus, if a student is enrolled in a program in a private HEI, the following conditions shall hold:
 - (1) There will be a TES threshold or "benefit threshold" for a given term, which shall be the TES annual benefit package divided by the number of terms in an Academic Year of the institution in which the student is enrolled.
 - (2) If the TES-1 required to cover the tuition and other school fees of the student for the first term is less than the benefit threshold, the student may receive the difference between the benefit threshold and TES-1 as stipend or TES-2.
 - (3) If the TES-1 is no less than the benefit threshold, the student will not receive TES-2 for the term, provided that the term is not the last term and that the remaining benefits from the TES annual benefit package shall be received by the student as stipend or TES-2 after paying for the tuition and other school fees during the last term of the Academic Year. Provided also that the TES-1 paid for each may be higher than the benefit threshold but no higher than the TES annual benefit package, for the first term, or no higher than what remains of the TES annual benefit package after paying for TES-1 in previous terms within the same academic year.



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F. Disbursement of payments shall follow these principles:

- (1) TES benefits intended to pay for tuition and other school fees, as well as charges for services directly provided by institutions, shall be paid directly to the institutions, before the end of the semester/term, subject to submissions of the required documents verified by the registrar, subject to the Transitory provisions in Section 11 of these guidelines.
- (2) Remaining TES benefits shall be paid directly to the TES beneficiary on a staggered basis through various modes as determined to be most efficient by the UniFAST Governing Board, subject to the transitory provisions in Section 11 of these guidelines. Provided that in cases where there are no efficient means to effectively disburse the funds directly to students, the remaining TES benefits will be disbursed through other modalities that shall be determined by the UniFAST Governing Board.
- (3) For TES for TVET Enrollees in Private TVIs, disbursement payments shall be made in the following manner :
 - a. Tuition and other school fees shall be paid directly to the institutions upon submission of proof of enrolment to the TVIs;
 - b. The living allowance will be given to the students not later than every two (2) weeks based on their attendance;
 - c. Allowance for instructional materials will also be provided;
 - d. Starter tool kits will be provided to the students upon completion of the program;

This provision is not be applicable to private TVIs during the transition period.

6.6 Renewal Procedures

- A. UniFAST shall review and assess the status of continuing TES student beneficiaries for continued eligibility, subject to the provisions of Section 3.0 of these guidelines, every year before the beginning of the enrollment periods.
- B. Continuing eligible TES beneficiaries shall be allowed to apply for renewal of availing the TES in subsequent years or program cycles, subject to their continued studies.
- C. UniFAST shall facilitate the application for renewal of continuing eligible TES student beneficiaries through the Online Portal for Students.
- D. UniFAST shall create a mechanism to award to other students who are eligible the slots of TES student- beneficiaries who have become ineligible or exceptions to TES or have graduated from their programs, subject to the



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provisions in Section 3 of these guidelines; provided that such mechanism shall be conducted once every Calendar Year as part of the process of Section 6.6(a) of these guidelines.

7.0 QUALITY STANDARDS

As mandated by Section 2 of Republic Act No. 10687, the UniFAST shall ensure that the TES benefits are awarded to students who are enrolled in quality institutions and programs. As such:

7.1 All freshmen applying for the TES should have undergone the national tertiary-level readiness assessment, once it has been developed and implemented, and provided intensive career guidance and counseling.

7.2 All eligible students who did not qualify under the national tertiary-level readiness assessment, once implemented, but qualified under the admission and retention policies of the eligible TES providers shall be subjected to bridging programs and other appropriate support systems that shall be provided by the eligible providers of TES.

7.3 All eligible students shall be awarded the TES only if they enroll in institutions and programs that are in the Registry, as defined in Section 3 (ttt) f the IRR, subject to the transitory provisions in Section 61 of the IRR.

7.4 The UniFAST Board shall determine and approve the Registry, which shall adopt the most appropriate international and national quality assurance frameworks for Higher Educational Institutions and Programs, as well as Technical Vocational Institutions and Programs.

7.5 The list of eligible HEIs and TVIs included in the Registry shall be published in the official websites of the UniFAST, CHED, and TESDA, and in other publication materials upon its approval by the UniFAST Board.

7.6 UniFAST shall conduct student guidance and counselling activities implemented at the regional and/or provincial level; provided that costs for these activities shall be part of the administrative costs in implementing TES.

8.0 MONITORING

8.1 The UniFAST Secretariat shall set-up, maintain, and regularly update a system that will efficiently and effectively monitor the administration of the TES, in particular, the disbursement of benefits and the status of students in the institutions.

8.2 UniFAST shall set-up a Regional Steering Committees comprised of the most relevant agencies and organizations, as determined by the UniFAST Board, to help monitor the implementation of the program as well as review and address grievances of institutions and students .



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8.3 TESDA shall monitor the implementation of TES for students enrolled in TVET programs in private TVIs in close coordination with the UniFAST; provided that TESDA shall submit quarterly monitoring report to the UniFAST Secretariat.

8.4 SUCs, CHED-recognized LUCs, and private HEIs and TVIs with student-beneficiaries shall report to UniFAST the list of students who have dropped out during the semester through the Online Portal for Partner Institutions.

8.5 UniFAST shall advise partner institutions in the disbursement of benefits to discontinue the transfer of funds to students who have dropped out during the semester, provided the student may continue receiving the benefits once they continue their studies; provided further, that they forfeit receiving the benefits forgone while they were out of school when they dropped out.

8.6 The UniFAST Secretariat shall subject the TES to regular assessments and evaluations:

- a. process assessment and/or evaluation every three years;
- b. impact evaluation every five years.

9.0 FUND SOURCE

9.1 The amount necessary to fund the TES shall be included in the GAA under the CHED and TESDA, except during the transitory period, wherein it is included in the GAA under CHED.

9.2 The TES for TVET enrollees in Private TVIs shall be administered by the UniFAST Board and the amount necessary to fund the TES shall be included in the annual budget of TESDA.

9.3 Utilization of funds shall be subject to the usual budgeting, accounting, and auditing rules and regulations.

9.4 All unreleased appropriations and unobligated allotments in the implementation of this program shall be reverted to the General Fund at the end of the validity of appropriations and shall be available for expenditure only upon subsequent legislative enactment.

10.0 ADMINISTRATIVE SUPPORT

10.1 An amount equivalent to not more than three percent (3%) of the TES and the student loan allocation provided under the Act may be used as administrative cost by the UniFAST to ensure the proper implementation of the TES, which shall include, but not limited to: advocacy and promotions, technical assistance, monitoring and evaluations, and day-to-day operations.

10.2 The UniFAST Board shall determine the amount of administrative costs to be transferred to SUCs, CHED-recognized LUCs, and private HEIs with TES student-beneficiaries and TESDA, subject to the transitory provisions in Section 11 of these



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guidelines.

11.0 TRANSITORY PROVISION

11.1 Master List of Beneficiaries. During the transition period, the master list shall consist of the following information, subject to availability of funds:

- (a) List of complete names of continuing beneficiaries of the ESGP-PA, if applicable;
- (b) List of complete names of students in private higher education institutions enrolled in programs that are in the Registry and are residing and studying in cities or municipalities with no existing SUC or LUC campus;
- (c) List of complete names of eligible students that belong to the poor or near-poor households and ranked based on the per capita income or Proxy Means Test (PMT) scores of the households as generated by the Listahanan 2.0 database of the DSWD.

11.2 Entitlements. During the transition period, the amount of subsidy for students enrolled in higher education programs shall be determined as follows:

- A. The TES subsidy amounts for higher education shall be similar to the benefits received by Expanded Student Grant- in-Aid Program for Poverty Alleviation (ESGPPA) beneficiaries.
 - (1) TES-1 shall only be given to eligible students who enroll in programs in private HEIs that are in the Registry. The maximum payment to the HEI will be PhP 60,000 per academic year, regardless of the actual amount of tuition and other school fees charged by the institution. This will be the priority for the TES payments for eligible students enrolled in private HEIs.
 - (2) The full-year grant for TES-2 depends on whether the student is enrolled in an SUC or LUC listed in the Registry or in a program listed in the Registry that is offered by a private HEI.
 - a. If the student is enrolled in an SUC or LUC listed in the Registry, the full-year grant for TES – 2 shall be equivalent to PhP 40,000 for the academic year.
 - b. If the student is enrolled in programs listed in the Registry that are offered in private HEIs, TES–2 shall be equivalent to PhP 60,000 minus the full year's TES-1 payments. Provided that, in line with the provisions in Section 6.5(d) of these guidelines, the following conditions will hold:
 - i. In private HEIs with two semesters in an AY, if the TES-1 amount required to cover tuition and other school fees per semester is less than PhP30,000, the student shall receive the difference between PhP30,000 and TES-1 as TES-2.



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- ii. In private HEIs with two semesters in an AY, if the TES-1 is no less than Php30,000, the student shall not receive any TES-2. TES-1 shall be the amount required to cover TOSF for the first semester, provided the student receives any remaining funds in the second semester as TES-2 only after paying for the required TOSF for the second semester as TES-1.
- iii. In private HEIs with three semesters in an AY, if the TES-1 amount required to cover tuition and other school fees per semester is less than Php20,000, the student shall receive the difference between Php20,000 and TES-1 as TES-2.
- iv. In private HEIs with three semesters in an AY, if the TES-1 is no less than Php20,000, the student shall not receive any TES-2 for the first two semesters. TES-1 for each semester should cover the amount required to pay for tuition and other school fees for that semester, provided the student receives any remaining funds in the third semester as TES-2 only after paying for the required TOSF for the previous semesters as TES-1, subject to the provisions in Section 11.2(a.1) of these guidelines.

(3) The full year grant for TES-3a shall be equivalent to Php 30,000.

(4) The full year grant for TES-3b shall be equivalent to Php 10,000.

- B. Continuing beneficiaries of the ESGPPA will continue to receive the same amount of benefits (Php40,000 per year) while enjoying the benefits of free tuition and miscellaneous fees under the provision of Section 4 of RA No. 10931.

11.3 Submission Procedures for HEIs. During the transition period, the following procedures shall be adopted in the submission of HEIs of lists of students for assessment of eligibility to TES:

- (a) UniFAST shall announce a call for submission of lists of current enrollees of programs leading to an undergraduate degree within Quarter 3 of the CY, subject to the provisions in Section 6.2(a) and Section 6.2(b) of these guidelines.
- (b) UniFAST, together with the UniFAST Regional coordinators and staff that may be assigned by HEIs and CHED Regional Offices shall facilitate the submissions of the HEIs.
- (c) All submissions shall be made no later than end of Quarter 3 of the CY.
- (d) Additional income documents may be required from applicants and these documents shall be submitted to HEIs upon instruction of the UniFAST Secretariat.

11.4 Application Procedures for Students. During the transition period, the following procedures shall be adopted in the application of students for assessment of eligibility to TES, if applicable for the period:



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- (a) UniFAST shall call for open applications for students not in the master list within October of CY 2018, provided that slots or funds remain after the awarding of TES to eligible students-in the master list.
- (b) Students shall apply through the HEIs they are enrolled in subject to procedures in Section 6.3(b) and Section 6.3(c) of these guidelines.
- (c) All applications should be submitted no later than the end of November of CY 2018.

11.5 Assessment Procedures. During the transition period, assessment procedures shall follow the provisions in Section 6.4 of these guidelines, provided that the assessment shall be done no later than end of October of CY.

11.6 Informing New Beneficiaries of their Eligibility and Award. During the transition period, the following procedures shall be adopted in informing eligible TES beneficiaries of their eligibility and their award:

- (a) New beneficiaries of TES shall be informed of their eligibility after the UniFAST has conducted assessments against the TES master list of the lists of currently enrolled students that shall be submitted to UniFAST by SUCs, CHED- recognized LUCs, and private HEIs subject to the information requirements in Section 6.2(b):
- (b) UniFAST shall notify institutions and beneficiaries on who are in the master list on a staggered basis, within Q3 and Q4 of the CY, according to the timing of submission of lists of HEIs, subject to the provisions of RA No. 10173 and its IRR.
- (c) UniFAST shall notify students of their eligibility and award within Q4 of the CY, through the institutions they are enrolled in, or various communication platforms, subject to the provisions of RA No 10173 and its IRR.
- (d) UniFAST shall notify institutions of the eligible beneficiaries among the list of enrollees submitted through the Online Portal for Partner-Institutions, within Q4 of the CY, subject to the provisions of RA No 10173 and its IRR.
- (e) UniFAST Regional Coordinators and staff as may be assigned by the CHED Regional Offices shall help facilitate in the notification of institutions of students who shall be awarded the TES.
- (f) The UniFAST Secretariat, together with UniFAST Regional Coordinators and staff as may be assigned by the CHED Regional Offices, shall orient institutions and the awardees of TES of the entitlements and responsibilities of TES student beneficiaries as well as the role of the HEIs in providing additional support to TES student beneficiaries.

11.7 Disbursement of Funds. During the transition period, awarding of TES and the disbursement of benefits to institutions and beneficiaries shall be made after



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UniFAST has assessed all list of enrollees submitted by all HEIs, subject to the procedures indicated in Section 6.5 of these guidelines.

11.8 Administrative Cost. During the transition period, UniFAST shall transfer funds from CHED to SUCs before the beginning of the enrollment period to cover the administration of the ESGPPA, which shall amount to no higher than 3% of the benefits received by ongoing ESGPPA beneficiaries, until the program has been completely transitioned to TES, or until such time that this policy will be revised.

11.9 TES for Students Enrolled in TVET Programs in private TVIs. In lieu of the TES for students enrolled in TVET programs in private TVIs, the TESDA shall refocus its Training for Work Scholarship Program (TWSP), and other programs it deems necessary, to be made exclusively available for students enrolled in TVET programs registered under TESDA and offered in private TVIs.

11.10 Registry of Quality-Assured Programs and Institutions. During the transition period, the Registry shall be determined and approved by the CHED and TESDA.

12.0 Fund Source. During the transition period, UniFAST shall facilitate the allotment and transfer of funds for ESGPPA beneficiaries to the SUCs before the beginning of the enrollment period; provided that the ESGP-PA program shall continue to be implemented in accordance to the provisions of CHED-DBM-DSWD-DOLE JMC 2016- 01 titled "Enhanced Implementing Guidelines for the Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGP-PA), with the exception of Section 4.0 (Funding).

13.0 HARMONIZATION OF TES AND OTHER GOVERNMENT-FUNDED STUDENT FINANCIAL ASSISTANCE PROGRAMS

The UniFAST Board shall ensure the harmonization of other government-funded Student Financial Assistance Programs for Tertiary Education with the provisions of these TES guidelines subject to the provisions set forth in Rule VIII and Section 47 of the IRR and in the transitory provisions in Section 59 of the IRR.



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14.0 REPORTING REQUIREMENTS

TIMELINE	HEIs	UniFAST	TESDA	CHED	Partner Institutions
Upon approval of guidelines		Sign a MOAs with partner institutions, as needed			Signing of MOA with UniFAST, as needed
First Quarter of the Calendar Year		Inform potential beneficiaries covered by the number of	Quarterly monitoring report at the end of the quarter	Quarterly monitoring report at the end of the quarter	
Second Quarter of the Calendar Year	Submit list of enrollees to UniFAST within two weeks after registration period	Notify HEIs and students who are awarded the TES	Quarterly monitoring report at the end of the quarter	Quarterly monitoring report at the end of the quarter	Distribution of cash cards to awardees by partner GFI
Third Quarter of Calendar Year		Submit to partner institutions list of awardees	Quarterly monitoring report at the end of the quarter	Quarterly monitoring report at the end of the quarter	
		Call for open applications for students not in the master list, subject to availability of funds			
End of calendar year		Submit utilization report to the Joint Congressional Oversight Committee	Quarterly monitoring report		
End of the month	Monthly report on status of TES beneficiary students				



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15.0 Complaints and Grievance

- A. Any violation, unequal application of written policies, guidelines and procedures of the TES implementing guidelines shall constitute a valid complaint, for review and appeal that will be resolved by the Higher Education Institutions and / or CHED-UniFAST depending on the gravity of the situation.
- B. Students should follow rules of discipline by the private HEI. In cases where rallies become violent or destructive of school properties, TES student grantees should be dealt with in accordance with the existing policies of the concerned private HEI.
- C. For any complaints and arbitration requests related to the implementation of these guidelines, TES student-grantees are encouraged to initially air their grievance(s) to the private HEI where they are enrolled in. If their grievance(s) has not been addressed by the private HEI within three (3) days from the time the violation was allegedly committed by the school, the TES student-grantees may directly communicate their grievance to the CHED Regional Offices via e-mail copy furnished to UniFAST Secretariat – Advocacy and Promotion Unit (with e-mail address: ra10931TES.unifast@ched.gov.ph).
- D. Procedure
 1. For any grievance or complaint, the following information should be provided by the complainant to the CHED Regional Office having jurisdiction over their HEI:
 - a. A brief narrative (including the names of individuals and / or departments involved, dates, time, records and other pertinent documents) to support the allegations / complaint / grievance cited;
 - b. Policy or procedure violated;
 - c. Reason why informal complaint was not acted upon by the private HEI; and
 - d. Resolution / remedy being requested.
 2. The CHED Regional Office shall communicate the formal grievance / complaint received to the private HEI concerned,



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copy furnished the UniFAST Secretariat – Advocacy and Promotion Unit for investigation and proper action;

3. The CHED-UniFAST Regional Coordinators will prepare a Grievance / Complaint Action Report and communicate to the UniFAST Secretariat within 15 days or earlier if warranted by the circumstances, from receipt of the grievance/complaint. Any grievance/complaint that has not been acted upon or with action partially taken within the 15-day prescribed period will be endorsed to the Executive Director for appropriate action at that level.
4. The CHED Regional Office through the UniFAST Regional Coordinators shall provide a formal written reply to the complainant (TES student-grantee) citing the actions taken on the resolution / remedy requested within 3 days from receipt of the final action on her/his complaint by the Central UniFAST Secretariat.
5. The UniFAST Secretariat shall create an action tracking system to closely monitor the grievances gathered by the CHED Regional Offices in order that all concerned offices are informed of the action(s) taken to resolve the complaint/grievance(s)

16.0 Appeal to the UniFAST Secretariat

- A. Any aggrieved student-applicant whose name was delisted or not included in the list of eligible TES grantees may file an appeal.
- B. An Appeal may be filed by a student-applicant once in an academic year and can only be filed on any of the following grounds:
 1. There was a patent administrative error in data processing; (e.g. incorrect data entry/misspelled entries)
 2. There was an administrative error in evaluating the eligibility of the student; (e.g. a document submitted was not considered)
 3. The applicant has been deprived, through no fault attributable to him/her, of submitting his/her documents in support of his/her application;



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4. The applicant has well-grounded belief that he/she has been unlawfully discriminated against;
 5. Any exceptionally significant and extremely compelling information not previously included in the application
- C. The Appeal shall not be given due course if the applicant:
1. in an attempt to provide substantiation, submits additional documents or information which could have been presented at the first instance;
 2. appeals on the allocation of grants per region/institution;
 3. raises issues on policies, rules, regulations and orders of the Commission on Higher Education (CHED) or the Unified Student Financial Assistance System for Tertiary Education (UniFAST).
- D. No fees shall be charged for the filing of an appeal. Costs for photocopying or scanning or other related costs incurred in the filing of the appeal shall be borne by the applicant.
- E. The appeal must be submitted in writing using UniFAST Appeals Form. The Appeal must state all the grounds available, thus, ground/s not so included shall be deemed waived. The applicant must also attach documents which may support his/her claim.
- F. The appeal shall be sent and addressed to the Executive Director of the Unified Student Financial Assistance System for Tertiary Education (UniFAST)
- G. Unresolved complaints or grievances may be appealed provided that the student-applicant shall file an appeal within five (5) working days from the publication of the list of Higher Education Institutions with TES grantees. Provided further that such appeal must be based on any of the grounds stated paragraph B.

Failure to file an appeal within the period is deemed a waiver of the right to file the same.



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H. Appeals Process

1. The applicant shall completely accomplish Appeal Form. The form must be signed and certified by the UniFAST Focal Person of the Institution that the applicant previously submitted all documentary requirements on or before the deadline for submission.
 2. The applicant shall submit Appeal Form and other pertinent documents to the UniFAST Regional Coordinator assigned in the CHED Regional Office that has jurisdiction over the institution.
 3. The appeal shall be reviewed by the UniFAST Regional Coordinator and if found sufficient in form, shall forward it to the UniFAST Central Office.
 4. The UniFAST Secretariat shall decide the merits of the appeal or may raise the matter to the UniFAST Governing Board for resolution.
 5. The applicant will be notified via e-mail of the decision of the UniFAST Secretariat or the UniFAST Governing Board.
- I. The UniFAST Secretariat shall dismiss the appeal outright for failure to comply with the aforementioned requirements.
- J. The decision/resolution of the UniFAST Secretariat is final, executory and cannot be re-appealed.
- K. A reserved fund to be determined by the UniFAST Governing Board shall be set aside and maintained every academic year to be used as funds for student-appellants who filed their appeals and obtained a decision in their favor.

16.0 TRANSPARENCY AND ACCOUNTABILITY

16.1 The UniFAST Board, CHED, and TESDA shall adopt a strict policy on transparency and accountability in the disbursement of funds and shall be governed by the existing laws.



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

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16.2 The UniFAST Board shall submit to the Joint Congressional Oversight Committee on Universal Access to Quality Tertiary Education, in printed form or by way of electronic document, end- year report on the utilization of funds, including lists of beneficiaries. The UniFAST Board shall be responsible for ensuring that said report is posted on the official UniFAST website.

17.0 SEPARABILITY CLAUSE

In the event that any part of this Guidelines be declared unconstitutional or invalid; the other parts or provisions hereof not affected thereby shall continue to remain in full force and effect.

18.0 REPEALING CLAUSE

All provisions of existing implementing rules and regulations, circulars, department issuances, and other procedures corresponding to laws and any other law or parts of law specifically inconsistent with these guidelines are hereby repealed or modified accordingly.

19.0 EFFECTIVITY

These guidelines shall be published in a newspaper of general circulation properly procured under RA 9184.

These guidelines shall also be registered with the Office of National Administrative Register at the University of the Philippines Law Center, UP Diliman, Quezon City.

**For Unified Student Financial Assistance System for Tertiary Education
(UniFAST)**

COMMISSIONER J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education and
UniFAST Governing Board

Attested by:

ATTY. CARMELITA YADAO – SISON MNSA, Ph.D.
Officer in Charge, Office of the Executive Director IV
UniFAST Secretariat