



Republic of the Philippines  
**COMMISSION ON HIGHER EDUCATION  
UNIFIED STUDENT FINANCIAL ASSISTANCE  
SYSTEM FOR TERTIARY EDUCATION BOARD  
DEPARTMENT OF BUDGET AND MANAGEMENT**



JOINT MEMORANDUM CIRCULAR NO. 02, S. 2020

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 ONGOING GRANTEES**

---

#### **RATIONALE**

The Guidelines on the Implementation of the Tulong Dunong Program (TDP) for Ongoing Grantees are issued by the CHED, Unified Student Financial Assistance System for Tertiary Education (UniFAST) Board and DBM, with the following purposes:

1. To ensure that appropriations for Tertiary Education Subsidy (TES) are properly administered and implemented according to its purpose;
2. To clarify the roles and responsibilities of the agencies and HEIs in the implementation of this Circular; and
3. To set rules on availment of multiple government-funded student financial assistance programs (stuFAPs).

#### **Section 1. POLICY STATEMENT**

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 UniFAST under R.A. No. 10931, also known as the "Universal Access to Quality Tertiary Education (UAQTE) Act"; and pursuant to SP No. 3, Volume I-B, CHED Budget on R.A. No. 11260 or the GAA for FY 2019; and the Conditional Implementation of TES as stated in the Veto Message of the President for F.Y. 2019 issued on April 15, 2019, the DBM and the CHED-UniFAST jointly issued 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.

As cited in SP No. 3, the budget for existing and on-going Tulong Dunong Program beneficiaries in AY 2018-2019 who are enrolled in AY 2019-2020 shall be covered under TES, one of the major programs under R.A. No. 10931.

#### **Section 2. PROGRAM TITLE**

The financial assistance shall be known as the Tulong Dunong Program under Tertiary Education Subsidy (TDP-TES).

### **Section 3. COVERAGE**

The TDP-TES is intended for ongoing grantees of the CHED Tulong Dunong Program (referred as ongoing grantees for brevity) in AY 2018-2019 enrolled in public or private institutions recognized by CHED in AY 2019-2020.

### **Section 4. FINANCIAL BENEFITS**

An ongoing grantee shall be entitled to a maximum of Twelve Thousand Pesos (Php12,000.00) grant for one academic year.

### **Section 5. QUALIFICATION REQUIREMENTS**

A grantee must be a qualified ongoing TDP beneficiary in Academic Year 2018-2019 and is currently enrolled in the First Semester of Academic Year 2019-2020, in any recognized curricular program year level in both public and private HEIs.

### **Section 6. VALIDATION AND VERIFICATION**

- 6.1 The StuFAPs Unit of the CHED Regional Office (CHED RO) shall conduct verification and validation of the documentary requirements submitted by the HEIs to determine whether the students are qualified for TDP-TES. The list of validated ongoing grantees shall be duly certified by the Regional Directors of the CHED ROs. The CHED Office of Student Development and Services (CHED OSDS) shall endorse to the UniFAST Secretariat the certified list of qualified ongoing grantees in A.Y. 2018-2019 who are validated as enrolled in A.Y. 2019-2020.
- 6.2 The UniFAST Central Office, upon receipt of the CHEDRO certified and CHED OSDS endorsed list, will conduct verification to determine whether these grantees are beneficiaries of TES and TDP of other regions.
- 6.3 In case the student is a TES grantee, he/she shall be delisted in the list of TDP grantees.
- 6.4 If a student is a TDP grantee of two or more regions but not a TES grantee, the name of the student shall only be in the list of TDP grantees of the CHED RO which has jurisdiction/ responsibility over the HEI where the student is enrolled.
- 6.5 Thereafter, the UniFAST Secretariat will generate and release the Master List of Qualified Grantees under the TDP-TES for AY 2019-2020 to CHED-AFMS and CHED ROs.

### **Section 7. BILLING PROCESS**

- 7.1 The UniFAST Central Office shall submit to the CHED Administrative Financial and Management Service (CHED-AFMS) the following:
  - a. Generated Master List of Grantees for AY 2019-2020;
  - b. Request for Sub-Allotment Release Order (Sub-ARO); and
  - c. Request for Fund Transfer.
- 7.2 Upon receipt of the abovementioned documents, CHED-AFMS shall issue a Notice of Transfer Allocation (NTA) to the CHED ROs.
- 7.3 The CHED RO shall:
  - a. Release the Master List to the HEIs;
  - b. Require the HEIs to submit the following documents:
    - i. Billing Statement (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 (DVs) duly signed by the CHED Regional Director, in order to release the TDP-TES benefits.





## **Section 8. DISBURSEMENT PROCEDURE**

- 8.1 The CHEDRO shall transfer financial benefits of grantees through the HEIs with Memorandum of Agreement (MOA) with the UniFAST or CHEDRO executed prior to the effectivity of this circular. In case that there is no MOA, the HEI may enter into such agreement with the CHEDRO. The HEIs shall be required to submit a Payroll (Annex B) which serves as record of the release of benefits to the grantees.
- 8.2 The CHEDRO shall pay directly to the grantee/s in any of the following conditions/circumstances,
  - a. If enrolled in HEIs without MOAs with UniFAST or CHEDRO;
  - b. If enrolled in HEIs outside the jurisdiction of the CHEDRO;
  - c. If enrolled in HEIs with unliquidated balances under the TDP; and
  - d. If enrolled in HEIs with verified complaint/s on StuFAP related issues.
- 8.3 Utilization and disbursement of funds shall be subject to the usual budgeting, accounting and auditing rules and regulations.

## **Section 8-A. ADMINISTRATIVE SUPPORT COST FOR CHEDRO**

The Administrative Support Cost (ASC) of One percent (1%) of the total TDP-TES grants shall cover the following expenses: 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 9. OTHER RESPONSIBILITIES OF PARTIES**

- 9.1 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; and
  - c. Monitor the regional implementation of the program.
- 9.2 The CHED Regional Office shall:
  - a. Orient the students of their obligations, duties, and responsibilities upon acceptance of the grant;
  - b. Maintain a regional database of TDP-TES grantees;
  - c. Monitor participating HEIs and grantees;
  - d. Facilitate the release of the financial benefits of the grantees; and
  - e. Submit reports to the UniFAST regarding the implementation of the program.
- 9.3 The DBM shall release the SARO and NCA to CHED Central Office for AY 2019-2020. Effective AY 2020-2021 onwards, the DBM shall release the SARO and NCA to CHED ROs.
- 9.4 The HEIs shall:
  - a. Assist the grantees in the submission of the required documents;
  - b. Facilitate immediate release of financial benefits; and
  - c. Submit to CHEDROs a report or data on the beneficiaries.
- 9.5 In case of direct payment to the grantee, the latter shall submit to CHEDRO a certified copy of grades, certified copy of COR and photocopy of school ID with signature.

## **Section 10. GROUNDS FOR TERMINATION OF TDP-TES GRANTS**

The following shall be grounds for termination:

- a. Failure to maintain a General Weighted Average of at least a passing grade, regardless of the status of grades per subject;
- b. Failure to enroll a regular load per term, as determined and approved by HEIs;
- c. Failure to secure approval from concerned CHEDRO on dropping out from school, deferment of the grant, or transferring to another program or HEI;
- d. Submission of falsified or fake documents; and
- e. Received benefits from the TES program and other government-funded education assistance programs, except for Free Higher Education in SUCs and LUCs under R.A. 10931.



**Section 11. PROHIBITION ON REPLACEMENT**

In case of termination of grant, replacement of grantee shall not be allowed.

**Section 12. RESOLUTION OF ISSUES**

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

**Section 13. 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 14. SEPARABILITY CLAUSE**

If any part or provision of this 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 15. REPEALING CLAUSE**

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

**Section 16. EFFECTIVITY**

This joint memorandum circular shall take effect immediately and shall be applicable until the graduation of the ongoing grantees.

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

**WENDEL E. AVISADO**  
Secretary  
Department of Budget and Management

