



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

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**MEMORANDUM CIRCULAR NO. 01**  
**Series of 2021**

**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 :** SUPPLEMENTAL GUIDELINES ON THE DISBURSEMENT OF  
ADDITIONAL GRANTS FOR TERTIARY EDUCATION SUBSIDY  
(TES) BENEFICIARIES IN PROGRAMS REQUIRING  
PROFESSIONAL LICENSE OR CERTIFICATION OR TES-3B

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**RATIONALE**

These Guidelines are being issued to supplement Joint Memorandum Circular (JMC) No. 7 series of 2019 or the *Guidelines on the Tertiary Education Subsidy (TES) Program Pursuant to Special Provision (SP) No. 3, CHED Budget on Republic Act No. 11260 or the General Appropriations Act of FY 2019* on the provisions concerning the disbursement of additional grants to subsidize the one (1) time cost of obtaining the first professional credentials or qualifications, denominated as TES-3B, for TES grantees in programs requiring professional license or certification.

**Section 1. FINANCIAL BENEFIT**

The maximum amount of ten thousand pesos (PhP 10,000.00) will be given to TES grantees who graduated from programs requiring professional license or certification on a reimbursement basis to subsidize 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.

**Section 2. PERIOD OF VALIDITY OF CLAIMS**

The period of validity of TES-3B claims, within which claimants are allowed to claim their TES-3B reimbursements, shall be two (2) fiscal years covering the period starting from the claimant's date of graduation. Claimants who submitted their claims prior to the issuance of this guidelines shall be given due course.

### Section 3. AVAILMENT PROCEDURES

3.1. All higher education institutions (HEIs) with TES grantees shall submit to their respective CHED Regional Office (CHEDRO) within two (2) weeks after the end of an academic year the list of TES grantees who graduated in the recently concluded academic year from programs requiring professional license or certification. Said list must contain the grantee's last name, given name, middle initial, birth date, TES Award Number and Degree Program and must be certified to be true and correct by the HEI's registrar and formally endorsed by the HEI's President or Head and must be accompanied by Certificates of Graduation of the grantees.

3.2. The UniFAST Regional Coordinators assigned in the CHEDRO shall validate the submitted list of graduates as to their inclusion in the region's masterlist of TES beneficiaries of the recently concluded academic year. Said list shall be updated annually and shall serve as basis for the release of TES-3B reimbursements.

3.3. TES-3B submitted within the period of validity of the claims shall be processed. TES-3B claimants must submit to their HEIs within the period of validity the following documentary requirements:

- (a) Notarized Letter of intent to be reimbursed through TES-3B;
- (b) Official receipt from Professional Regulation Commission (PRC) for application or examination fees, and
- (c) Official Receipts from any of the following for allowable expenses:
  - i. Notary Public for notarial fees;
  - ii. Review Center for review center fees;
  - iii. Insurance company for insurance premium fees;
  - iv. HEI, PSA, BIR, NBI, for the issuance of Transcript of Records, Birth and (if applicable) Marriage Certificates, Documentary Stamps, NBI Clearance, and Certificate of Good Moral Character; and
  - v. Other entities or institutions for expenses necessary to comply with the requirements for licensure examinations.

3.4. HEIs shall submit the consolidated and complete documentary requirements together with a summary of claimants and documentary requirements submitted to their respective CHEDROs.

3.5. Upon receipt of documentary requirements, the UniFAST Regional Coordinators shall validate the TES-3B claims based on the following rules:

- (a) If the claim is for allowable expenses, the amount claimed shall be endorsed for reimbursement;
- (b) If the claim is for allowable expenses and exceeds PhP 10,000, only the maximum amount of TES-3B shall be endorsed for reimbursement;
- (c) If a specific amount in the claim is not for an allowable expense, said amount shall be



disallowed for reimbursement;

(d) If the claim is beyond the period of validity of claims under 3.0 hereof, the claim shall be disallowed.

3.6. Upon complete validation of the UniFAST Regional Coordinators, the CHEDRO shall issue a memorandum signed by the Regional Director endorsing for approval of the UniFAST Secretariat the list of approved TES-3B claims in the region.

3.7. TES-3B shall be released through any of the following methods:

(a) Through LANDBANK Cards

The UniFAST Executive Director or any authorized signatory shall issue a credit instruction to LBP, crediting the amounts for reimbursement as endorsed by the CHED Regional Offices to the LBP accounts of the TES grantees.

(b) Through HEI Payroll

The UniFAST Central Office shall prepare and submit to the CHED-AFMS the Request for Sub-Allotment Release Order (Sub-ARO), Request for Fund Transfer, Disbursement Voucher, Memoranda from the CHEDROs mentioned in Section 6 of this Article, and Memorandum from the Office of the UniFAST Executive Director approving the TES-3B claims submitted by the regions.

Upon receipt of said documents from the UniFAST Central Office, CHED-AFMS shall issue Notices of Transfer Allocation (NTA) to the CHEDROs.

Prior to the receipt of NTA, and upon receipt of Sub-ARO, the CHEDROs shall prepare all documents necessary for the release of TES-3B to the HEIs. The HEIs shall then release the reimbursements to TES grantees through payroll.

(c) In cases where there are no efficient means to effectively disburse the funds directly to the claimants, the benefits will be disbursed through other modalities that shall be determined by the UniFAST Governing Board.

HEIs shall adhere to XV and XVI of JMC No. 7 series of 2019 for the liquidation of funds transferred.

#### **Section 4. FUND SOURCE**

4.1. The funding requirement for TES-3B claims shall be sourced from the authorized CHED budget for the implementation of R.A. No. 10931 or the Universal Access to Quality Tertiary Education Act under the General Appropriations Act.



4.2. In preparing budget proposals for the implementation of R.A. No. 10931 in the ensuing fiscal year, the UniFAST Secretariat shall consider the following in relation to budgeting TES-3B claims:

- (a) Number of TES grantees who graduated within the current fiscal year from programs requiring professional license or certification;
- (b) Number of TES grantees who have not claimed their TES-3B;
- (c) Remaining amount of TES-3B unclaimed by eligible grantees; and,
- (d) Number of TES grantees who are expected to graduate from programs requiring professional license or certification in the ensuing fiscal year.

Said information shall be reported by UniFAST Field Operations and Partnerships and the UniFAST Regional Coordinators in the planning activities to be held in September of each fiscal year.

The resulting budget proposal prepared by the UniFAST Secretariat must be able to cover TES grantees graduating from programs requiring professional license or certification in the ensuing fiscal year and unclaimed TES-3B pursuant to Section 3.0 hereof.

#### **Section 5. 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 6. 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 7. 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 8. 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 9. REPEALING CLAUSE**

The second and third paragraphs of 4.2 under IV. Amount of Tertiary Education Subsidy of JMC No. 7, series of 2019 are hereby repealed. 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.

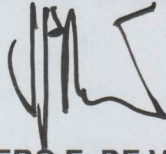


**Section 10. EFFECTIVITY**

This Memorandum Circular shall take effect immediately.

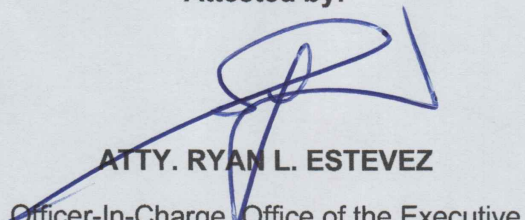
Signed this 23rd day of Feb., 2021.

**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