



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. 02**  
**Series of 2022**

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

**SUBJECT:** AMENDMENTS TO MEMORANDUM CIRCULAR (MC) NO. 02, SERIES OF 2021 ENTITLED "GUIDELINES ON THE IMPLEMENTATION OF THE TULONG DUNONG PROGRAM FOR ACADEMIC YEAR 2020-2021 AND ONWARDS"

---

**RATIONALE**

By virtue of UniFAST Board Resolution No. 2022-08, the UniFAST Board hereby adopts the following amendments to Memorandum Circular No. 02, Series of 2021 Entitled "Guidelines on the Implementation of the Tulong Dunong Program for Academic Year 2020-2021 and Onwards" to further rationalize the requirements and streamline processes for the efficient implementation of the program, and abide by the proviso under Special Provision No. 03 of Section 1.XXVIII.E. of Republic Act No. 11639 General Appropriations Act for Fiscal Year 2022 which states that: "*The implementation of Tertiary Education Subsidy (TES) shall cover the existing or ongoing grantees under the Tulong Dunong Program, as well as the grant of financial assistance to deserving new students which shall be managed by UniFAST under CHED: Provided, That a duly issued certificate of indigency from the barangay concerned shall be sufficient proof of income document in the grant of the TDP-TES. A list of participating HEIs in the TES shall be posted on the UniFAST website.*"

**SECTION 1.** Section 5 (**Qualification Requirements**) of UniFAST MC No. 2, series of 2021 is hereby amended to read as follows:

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 **New TDP-TES Grantee** must be enrolled in any first undergraduate degree in SUCs, CHED-Recognized LUCs, and Private HEIs that are in the CHED Registry of Programs and Institutions.
- 5.2 An **Ongoing Grantee** must be a TDP-TES beneficiary with a corresponding TES-TDP Award number and is currently enrolled in the present Academic year, in any SUCs, CHED-Recognized LUCs, and Private HEIs that are in the CHED Registry of Programs and Institutions.

**SECTION 2.** Section 6.1 (**Application Procedures**) is hereby amended to read as follows:

- 6.1.1. **For NEW APPLICANTS.** The call for TDP-TES applications shall be issued within the first semester of each academic year together with the annual call for TES applications. Said call shall indicate a period of three (3) weeks and not more than



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



four (4) weeks for the submission of lists of TDP-TES applicants and their documentary requirements. Beyond such a period, no application may be processed.

New applicants must submit through their HEIs an accomplished TDP-TES Application Form (**Annex 1**).

- 6.1.2 CHEDRO prepares the certified list of applicants per HEI (**Annex 2**) and endorses the same to the HEI. The HEI must return to the respective CHED Regional Offices, the certified list of enrolled applicants with the attached documentary requirement to the concerned CHEDRO.
- 6.1.3 CHEDRO notifies qualified applicants through HEIs and provides individual Notice of Award (NOA) (**Annex 3**) to the applicants.
- 6.1.4 Qualified applicants accept the NOA and submit a signed copy to the HEI.
- 6.1.5 HEI submits a certified summary list of signed and accepted NOAs of every qualified applicant under the TDP-TES (**Annex 4**).

**SECTION 3.** Section 6.2 (**Documentary Requirement**) is hereby amended to read as follows:

**6.2.1 a. For new applicants:**

Participating higher education institutions (HEIs) must submit, to the respective CHED Regional Offices, a certified true copy or electronically-generated copy of the list of enrolled applicants with a total number of units enrolled (*see Annex 2*), with the attached certified electronically generated Certificate of Registration/Enrolment (CORs/COEs) as proof of enrollment.

**6.2.1. b. For continuing grantees:**

Only the certified true copy or electronically-generated copy of the list of enrolled continuing grantees with the required student information, as proof of enrollment (**Annex 5**). *The same form of which shall serve as a document for both validation and billing purposes.*

- (i) 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 continuing grantees with a total number of units enrolled, with the attached certified electronically generated Certificate of Registration/Enrolment (CORs/COEs) as proof of enrollment and a certified copy of their submitted LOAs.
- (ii) 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, with the attached document (e.g. TES-TDP award number) that the student-transferee is a continuing TDP grantee.

For continuing TES-TDP grantees transferring to other HEIs, the following rule shall apply:

- a. TES-TDP Continuing Grantees transferring to other HEIs must inform their current HEIs of their desire to transfer and abide by the transfer procedures



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



of both institutions.

- b. In order to maintain their status as TES-TDP continuing grantee, the grantee shall only transfer to SUCs, CHED-Recognized LUCs, or Private HEIs that are in the CHED Registry of Programs and Institutions.

**6.2.2 (Income Requirement)** New applicants shall submit a Certificate of Indigency as proof of income, duly issued by the Punong Barangay where the applicant resides.

**SECTION 4.** Subsections 7.4 and 7.5 of Section 7 (**VALIDATION, VERIFICATION, AND ISSUANCE OF NOTICE OF AWARD**) is hereby amended to read as follows:

7.4 CHEDRO shall provide the UniFAST Central Office with the Certification of Total TDP-TES beneficiaries per HEI generated from the Portal, duly certified by the Regional Directors (**Annex 6**). Thereafter, the UniFAST Secretariat will conduct verification whether the list matched with the number of students validated in the TDP Portal.

7.5 CHEDRO will conduct verification to determine whether TDP applicants are beneficiaries of TES and TDP of other regions.

**SECTION 5.** Subsections 8.1 and 8.2 of Section 8 (**BILLING PROCESS**) is hereby amended to read as follows:

- 8.1 Upon receipt of funds, the CHED Regional Office shall request for the Master List of Grantees from the UniFAST Central Office.
- 8.2 Upon receipt of the abovementioned documents, the CHED RO shall:
  - a. Release the validated Master List to the HEIs;
  - b. Based on the master list provided, require the HEIs to submit billing statements using the billing form provided (see **Annex 5** for continuing grantees; **Annex 7** for new grantees).
  - 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 through their respective HEIs.
- 8.3 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 6.** Subsection 9.3 of Section 9 (**DISBURSEMENT PROCEDURE**) shall be hereby amended to read as follows:

9.3 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 8**);
- b. Report of Checks Issued with supporting documents for ASC, signed by Disbursing Officer, approved by the Finance Officer or Authorized Official (**Annex 9**);



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](mailto:unifastsecretariat@ched.gov.ph)



- c. Official receipts and other pertinent documents to substantiate the use of ASC;
- d. General Payroll duly signed by the recipients of TES-TDP (**Annex 10**);
- e. If disbursed through alternative modes, RCI for TES-TDP, signed by the Cashier if released through check (see **Annex 9**); payroll register, if released through the bank; or transaction receipt, if released through 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.

Any subsequent fund releases for SUCs, CHED-Recognized LUCs, and Private HEIs shall be withheld pending the submission of the herein required liquidation report.

Any unused funds should be returned to CHEDROs together with the liquidation report.

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 7. Section 12 (GROUNDS FOR TERMINATION OF GRANTS)** is hereby amended to read as follows:

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 meet the admission and retention policies of the HEIs where they are Enrolled;
- 12.3 Failure to enroll a regular load per term, as determined and certified by his/her respective HEI;
- 12.4 Grantees who fail to enroll for one (1) academic term with no leave of absence (LOA);
- 12.5 Grantees who fail to enroll for at least two (2) academic terms within an academic year;
- 12.6 Failure to secure approval from concerned CHEDRO on dropping out from school, deferment of the grant, or transferring to another program or HEI;
- 12.7 Grantees suspended by their HEI for one (1) academic term or more;
- 12.8 Grantees expelled from their HEI;
- 12.9 Grantees who fail to complete their bachelor's or comparable undergraduate degrees a year after the period prescribed in their program;
- 12.10 Grantees who have been found to have submitted falsified documents; and,
- 12.11 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 8. SEPARABILITY CLAUSE**

If any part or provision of these guidelines 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**

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





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](mailto:unifastsecretariat@ched.gov.ph)



All other existing issuances, memorandum circulars, orders, and memoranda that 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.

Approved by the UniFAST Board through UniFAST Board Resolution No. 2022-008 issued in its 39th Regular Meeting on January 28, 2022

Signed this 28th day of January 2022.

**UniFAST 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