



Republic of the Philippines
COMMISSION ON HIGHER EDUCATION

Unified Student Financial Assistance System for Tertiary Education



**MEMORANDUM CIRCULAR NO. 02
Series of 2023**

TO : ALL STATE UNIVERSITIES AND COLLEGES (SUCs)
COMMISSION ON HIGHER EDUCATION (CHED)
CENTRAL AND REGIONAL OFFICES
UniFAST SECRETARIAT

SUBJECT : STANDARDIZED GUIDELINES ON THE IMPLEMENTATION OF
THE TULONG DUNONG PROGRAM FOR STATE
UNIVERSITIES AND COLLEGES FOR THE FIRST SEMESTER
OF ACADEMIC YEAR 2023-2024

RATIONALE

These Standardized Guidelines are issued in order to:

1. Ensure that appropriations for Tulong Dunong Program (TDP) for Fiscal Year (FY) 2023 are properly administered and implemented according to its purpose;
2. Establish uniform set of rules for the granting of TDP in SUCs as appropriated directly in the respective budgets; and
3. Facilitate and expedite the disbursement of grants to new TDP grantees enrolled in SUCs for the First Semester of Academic Year (AY) 2023-2024.

Section 1. PROGRAM TITLE

The financial assistance shall be known as the **Tulong Dunong Program for State Universities and Colleges (TDP-SUCs) for the First Semester of AY 2023-2024.**

Section 2. COVERAGE

The TDP for SUCs is intended for qualified new TDP grantees for the **First Semester of AY 2023-2024**, enrolled in SUCs.

Section 3. FINANCIAL BENEFITS

A TDP-SUCs grantee shall be entitled to a **one-time grant of Seven Thousand Five Hundred Pesos (Php 7,500.00)** covering the First Semester of AY 2023-2024 only.

Section 4. QUALIFICATION REQUIREMENTS

An applicant for this grant must be a Filipino citizen, provided, that the applicant is enrolled in any first undergraduate degree included in the CHED Registry of Programs and Institutions, provided, further, that the applicant has not been a recipient of TDP grant, Tertiary Education Subsidy (TES), or any nationally-funded government Student Financial Assistance Program (StuFAP), except Free Higher Education (FHE), in previous academic years.



Section 5. APPLICATION PROCEDURE FOR TDP-SUCs GRANTEES

- 5.1 TDP-SUCs applicants must submit to the Scholarship Office an accomplished TDP-SUCs Application Form (*Annex 1*).
- 5.2 The Scholarship Office notifies qualified applicants and provides individual Notice of Award (NOA) (*Annex 2*) to the applicants.
- 5.3 Qualified applicants accept the NOA and submit a signed copy to the Scholarship Office.
- 5.4 The Scholarship Office prepares a certified summary list of signed and accepted NOAs of every qualified applicant under the TDP-SUCs (*Annex 3*) for verification purposes.

Section 6. DOCUMENTARY REQUIREMENTS FOR TDP-SUCs GRANTEES

- 6.1 (**Academic Requirement**) TDP-SUCs applicants shall submit to the Scholarship Office the Certificate of Registration/Enrolment (COR/COE) for the First Semester of AY 2023-2024 as proof of enrollment.
- 6.2 (**Income Requirement**) TDP-SUCs applicants shall submit a Certificate of Indigency as proof of income, duly issued by the Punong Barangay where the applicant resides.

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

To facilitate the release of the NOA of TDP-SUCs grantees for the First Semester of AY 2023-2024, the following processes shall be observed:

- 7.1 The Scholarship Office shall conduct validation and verification of the documentary requirements submitted.
- 7.2 The Scholarship Office shall generate the initial list of qualified TDP-SUCs grantees.
- 7.3 The Scholarship Office shall provide the UniFAST Central Office with the list of qualified TDP-SUCs grantees, duly certified by the President.
- 7.4 The UniFAST Central Office, upon receipt of the SUC-certified list will conduct verification to determine whether these grantees are continuing TDP grantees, TES grantees, or grantees of any nationally-funded government StuFAP, except FHE.
- 7.5 In case the student is a continuing TDP grantee, TES grantee, or a grantee of any nationally-funded government StuFAP, except FHE, the Scholarship Office shall delist the student from the list of qualified TDP-SUCs grantees for the First Semester of AY 2023-2024.
- 7.6 Thereafter, the Scholarship Office will generate and release a Final Master List of Qualified Grantees under the TDP-SUCs for the First Semester of AY 2023-2024, subject to the provisions of R.A. No. 10173 or the *Data Privacy Act of 2012*.
- 7.7 The Scholarship Office shall provide the UniFAST Central Office with the Final Master List of Qualified Grantees under the TDP-SUCs for the First Semester of AY 2023-2024, duly certified by the President.



- 7.8 The Scholarship Office notifies qualified grantees and provides individual NOA to the grantees.
- 7.9 Qualified grantees accept the NOA and submit a signed copy to the Scholarship Office.

Section 8. DISBURSEMENT AND LIQUIDATION PROCEDURE

- 8.2 Disbursement and liquidation of funds transferred to the SUCs shall be subject to the regular accounting and auditing rules and procedures.
- 8.2 To avoid duplication of grants/over-subsidy, the SUCs through the Scholarship Office must furnish the UniFAST Central Office with the list of qualified TDP-SUCs grantees for verification purposes.

Section 9. ADMINISTRATIVE SUPPORT COST FOR SUC

The Administrative Support Cost (ASC) of one percent (1%) of the total TDP for SUCs shall be given to the Scholarship Office to cover the following expenses relative to the implementation of the program: the hiring of project technical staff or job order, documentations and notarial services, meetings, consultations, orientations, general assembly, office supplies and materials, communication, monitoring, and transportation/travel.

Section 10. OTHER RESPONSIBILITIES OF IMPLEMENTERS

- 10.1 The UniFAST shall monitor the implementation of the program to avoid duplication of grants.
- 10.2 The DBM shall release the SARO and NCA directly to the SUC effective AY 2023-2024, unless otherwise provided by subsequent issuances.
- 10.3 The University/College through its Scholarship Office shall:
 - a. Orient the students of their obligations, duties, and responsibilities upon acceptance of the grant;
 - b. Process the application of students;
 - c. Maintain a database of TDP-SUCs grantees;
 - d. Monitor participating TDP-SUCs grantees;
 - e. Furnish the UniFAST Central Office with the Final Master List of TDP-SUCs Grantees;
 - f. Facilitate immediate release of financial benefits of the TDP-SUCs grantees; and
 - g. Submit to the UniFAST and other concerned agencies a report or data on the TDP-SUCs grantees.



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Section 11. OTHER PROVISIONS BY SUCs

All SUCs are hereby authorized to formulate their own TDP-SUC Guidelines and include provisions not found herein provided that said provisions are not in conflict with these Guidelines and the provisions of applicable and relevant laws.

Section 12. SANCTIONS FOR VIOLATIONS OF THE GUIDELINES

Any violation of these guidelines shall be dealt with in accordance with applicable laws.

Section 13. RESOLUTION OF ISSUES

All doubts in the implementation, interpretation, and construction of the provisions of these Guidelines shall be resolved in favor of a deserving student and the optimized utilization of government resources in education.

Section 14. 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 15. 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 16. REPEALING CLAUSE

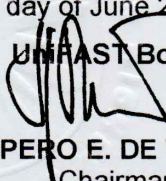
All other existing issuances, memorandum circulars, orders, and memoranda that are contrary to or inconsistent with any of the provisions of this Memorandum Circular shall be deemed repealed or modified accordingly.

Section 16. EFFECTIVITY


This Memorandum Circular shall take effect immediately.

Signed this 8th day of June 2023.

UniFAST Board:


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

Attested by:


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