



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. 6
Series of 2021

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)

SUBJECT: INTERIM POLICY ON SUBMISSION OF ALTERNATIVE DOCUMENTS TO SCHOOL IDs

Section I. RATIONALE

Pursuant to the authority vested on the UniFAST Board to administer the Tertiary Education Subsidy (TES) and the Tulong Dunong Program (TDP) as provided for by Section 7 of Republic Act No. 10931 and the pertinent Special Provisions of the General Appropriations Acts for Fiscal Years 2020 and 2021, the following interim policy is hereby promulgated to facilitate compliance of the requirements of school IDs under Section 8.2.b.iii. of UniFAST Memorandum Circular (MC) No. 02, s. 2021 and Sections XV. 2.4 and XVI 2.3.4 of CHED-UniFAST-DBM Joint Memorandum Circular (JMC) No. 04, s. 2020 for billing and liquidation purposes in view of the quarantine restrictions imposed due to the COVID-19 Pandemic.

Section II. ALTERNATIVE DOCUMENTATION FOR SCHOOL IDs

1. All higher education institutions with TES or TDP-TES grantees are allowed to submit in the absence of the school ID, any valid government-issued identification of the grantee for purposes of liquidation or billing as required by Sections XV. 2.4 and XVI 2.3.4 of CHED-UniFAST-DBM JMC No. 04, s. 2020 and UniFAST MC No. 02, s. 2021, respectively.
2. For purposes of processing of TDP-TES payments, the submission of school ID or its alternative document, such as, but not limited to, school certification of non-issuance of ID for their bonafide students, may be submitted in electronic copy (PDF format) together with the other billing documents stated in Section 8.2.b of UniFAST MC No. 02, s. 2021.
3. For purposes of liquidation of TES payments, the school ID or its alternative document, such as, but not limited to, school certification of non-issuance of ID for their bonafide students, must be submitted as a photocopy to be attached together with the other liquidation documents as required by Sections XV.2. and XVI.2. of CHED-UniFAST-DBM JMC No. 04, s. 2020.

Section III. EFFECTIVITY

This Memorandum Circular shall take effect immediately and shall be revoked upon the President issuing a proclamation declaring that the State of Public Health Emergency throughout the Philippines due to COVID-19 has been lifted.

Approved by the UniFAST Board through UniFAST Special Board Resolution No. 2021-002 on the 22nd of November, 2021

Signed this 22nd day of November, 2021.



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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