



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. 04
S. 2020**

TO : COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL AND
CHED REGIONAL OFFICES (CHED ROs)
DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)
STATE UNIVERSITIES AND COLLEGES (SUCs)
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUCs)
PRIVATE HIGHER EDUCATION INSTITUTIONS (Private HEIs)
PRIVATE EDUCATION ASSISTANCE COMMITTEE (PEAC)
OTHER CONCERNED STAKEHOLDERS

**SUBJECT: ENHANCED GUIDELINES ON THE TERTIARY EDUCATION SUBSIDY
(TES) PROGRAM**

I. 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 the Unified Student Financial Assistance System for Tertiary Education (UniFAST) under R.A. No. 10931, also known as the "Universal Access to Quality Tertiary Education Act", 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 Tertiary Education Subsidy (TES) program of the government.

II. OBJECTIVES

1. To clarify the roles and responsibilities of the agencies in the implementation of this Circular.
2. To ensure conformity with existing laws, policies, and rules and regulations in relation to the implementation of TES.

III. COVERAGE

As set forth in Section 22 of the Implementing Rules and Regulations (IRR) of R.A. No. 10931, the TES shall support the cost of tertiary education or any portion thereof, for all Filipino students enrolled in their first undergraduate post-secondary program offered in SUCs, LUCs, and private HEIs.

IV. AMOUNT OF TERTIARY EDUCATION SUBSIDY

The amount and coverage of the TES shall be determined following the general rules set forth in Section 24 of the IRR.

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Normative amounts shall be set for the following:

1. **TES-1** for tuition and other school fees in private HEIs which shall be equivalent to the tuition and other school fees of the nearest SUC [Section 7 (a) of R.A. 10931] or the highest tuition of a SUC in the region. The computation of the highest tuition in SUC shall be based on the Certification of Tuition and Other School Fees (TOSF) submitted by SUCs.
2. **TES-2** for books, supplies, transportation and miscellaneous personal expenses including a reasonable allowance for the documented rental or purchase of a personal computer or laptop and other education-related expenses and, allowance for room and board costs incurred by the student [Section 7 (b) and (c) of R.A. No. 10931]. The TES-2 shall be divided by 10 months.
3. **TES-3** for expenses defined in (d) and (e) of Section 7 of R.A. 10931, where:
 - 3.1 **TES-3a** for a student with disability, an additional allowance in the amount of Thirty Thousand Pesos (Php30,000.00) for expenses related to the student's disability including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred [Section 7 (d) of R.A. 10931], to be divided in accordance with the number of academic terms; and
 - 3.2 **TES-3b** for a student in a program requiring professional license or certification, 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 7 (e) of R.A. 10931].

Students who are eligible for the TES-3b may avail of the benefit within two years from the academic year when the student graduated. The subsidy amounting to a maximum of Ten Thousand Pesos (Php 10,000.00) will be given on a reimbursement basis to students who have graduated and after they have taken the licensure exam.

4. Payments of TES-1 and TES-2 to students enrolled in private institutions will be determined and disbursed for each term, to ensure that the TES will first cover the required amount for TOSF in all semesters in an academic year. Thus, if a student is enrolled in a program in a private HEI, the following conditions shall apply:
 - 4.1 There will be a TES threshold or "benefit threshold" for a given term, which shall be the TES annual benefit divided by the number of terms in an academic Year of the institution in which the student is enrolled.
 - 4.2 If the TES-1 required to cover the tuition and other school fees of the student for the first term is less than the benefit threshold, the student may receive the difference between the benefit threshold and TES-1 as stipend or TES-2.
 - 4.3 If the TES-1 is greater than or equal to the benefit threshold, the subsidy for the term shall be entirely devoted for payment of tuition and other school fees.
 - 4.4 TES benefits intended to pay for tuition and other school fees, as well as



charges for services directly provided by institutions, shall be paid directly to the institutions subject to submission of the required documents verified by the HEI.

4.5 TES benefits awarded to qualified students shall correspond to the institution and programs they are enrolled in. Those enrolled in:

4.5.1 SUCs and CHED-recognized LUCs shall be entitled to TES-2, and TES-3, if applicable.

The TES-student grantee shall receive a maximum of Forty Thousand Pesos (Php 40,000.00) grant per academic year or Twenty Thousand Pesos (Php 20,000) per semester.

4.5.2 Private HEIs shall be entitled to TES-1, TES-2, and TES-3, if applicable.

4.5.2.1 The TES student-grantee shall be entitled to a maximum of Sixty Thousand Pesos (Php 60,000.00) grant per academic year, or Thirty Thousand (Php 30,000.00) grant per semester. For HEIs with three or more terms, the grant shall be divided by the number of terms in an academic year.

4.5.2.2 The UniFAST Board may extend the effectivity of the TES sharing in A.Y. 2018-2019 in which the sharing for the said grant per semester shall be Php 20,000 to the grantee and Php 10,000 to the private HEI.

In case the private HEI has three or more terms, the sharing shall be of the same proportion, that is, 2/3 to the grantee and 1/3 to the private HEI.

If the allotted share for the private HEI is greater than the actual CHED-approved TOSF, the difference shall be given to the grantee.

If the share of the private HEI is less than the actual or unpaid CHED-approved TOSF for the current term, the student shall be obliged to pay the difference in accordance with the policy of the private HEI.

If the grantee has fully paid the TOSF for the term, the private HEI shall no longer be entitled to its allotted share. Hence, the grantee shall be given the full amount of the TES.

V. QUALIFICATIONS

In order to be eligible for the TES benefits, a student:

1. Must be a Filipino citizen;



2. Must be enrolled in and qualified under the existing admission and retention requirements of SUCs, CHED-recognized LUCs, and private HEIs that are in the UniFAST Registry; and
3. Must be enrolled in his or her first undergraduate post-secondary program.

VI. STUDENT PRIORITIZATION

Prioritization shall be given to students in the following order, subject to availability of funds:

1. On-going Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGPPA) beneficiaries enrolled in SUCs;
2. Continuing TES student-grantees;
3. Students enrolled in private HEI located in municipalities or cities with no SUC or CHED-recognized LUC provided that the students are residing in the municipality or city where the said private HEI is located;
4. Students who are part of households included in the Listahanan 2.0, ranked according to their estimated per capita household income; and
5. Students who are not part of the Listahanan 2.0, but qualify when ranked according to the estimated per capita household income, based on submitted documentation of proof of income determined by the UniFAST Board.

VII. DOCUMENTARY REQUIREMENTS

1. Certificate of Registration / Enrolment with total number of units earned signed by the Registrar, with official school dry seal (Original Copy/ Certified True Copy, provided that certified electronically generated CORs/COEs or those issued electronically may be submitted online);
2. Assessment of fees signed by the School Accountant / Treasurer/Cashier (Original Copy/ Certified True Copy, provided that certified electronically generated CORs/COEs or those issued electronically may be submitted online); and
3. If applicable, Persons with Disabilities (PWD) identification card and/or certification issued by the Persons with Disability Affairs Office (PDAO) of the concerned local government unit, specifying the disability.

Additional requirement for students enrolled in private HEIs located in municipalities or cities with no SUC or CHED-recognized LUC.

4. Certificate of Residency with official dry seal, stating the full name of the student-applicant, address and date of issuance, duly signed by the Punong Barangay (Original Copy). In lieu of the Certificate of Residency, any valid government-issued identification (Passport, Driver's License, Voter's ID, etc.) shall be considered, provided that the full name and residence of the student is properly reflected on the said ID.

Certified Electronic copies of the foregoing documents may be submitted online.

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VIII. APPLICATION PROCEDURE FOR TES

The TES Focal Person shall encode or register the information of the individual applicant and/or import the list of TES applicants, using the standard template in the TES Online Portal.

IX. SUBMISSION PROCEDURES FOR HEIs

1. The UniFAST shall provide an Online Portal for Partner Institutions through which TES Partner Institutions can coordinate with UniFAST, in all stages of the TES program implementation.
2. SUCs, CHED-recognized LUCs, and private HEIs that are offering programs listed in the Registry shall submit to UniFAST, through the Online Portal for Partner Institutions, the list of names of enrolled undergraduate students applying for TES every First Semester of the Academic Year, for identification of potential TES student-grantees, upon verification and validation of documentary requirements, subject to prioritization and availability of funds.
3. All submissions shall be made upon opening of the Online Portal for Partner Institutions. Said Portal shall be opened for submission of applications only once in an academic year. Unless with approval of the Executive Director in cases where there is limited submission of application by HEIs, in no way shall the Portal be opened again to accommodate submissions after the deadline.
4. In no way shall the number of applications received from a particular HEI be greater than its' carrying capacity as provided under the relevant CHED regulations. Prior to the opening of the Portal, the CHEDROs shall provide the Secretariat a certification containing the list of the HEIs under their jurisdiction and the corresponding carrying capacities of the same. The Portal shall then be configured in such a way that the number of applications of an HEI shall not exceed its CHEDRO-certified carrying capacity.

X. IDENTIFICATION, VERIFICATION AND VALIDATION, AWARDING

1. The identification procedure shall be administered by the UniFAST. The UniFAST shall process the lists of TES applicants submitted and officially endorsed by the HEIs.
2. The UniFAST shall determine the qualified TES student-grantees upon verification and validation of documentary requirements by the UniFAST Regional Coordinators, subject to the prioritization defined in the law, and availability of funds.

In determining the eligibility of the qualified applicants, the following rules on identification shall apply:

- 2.1 The qualified TES student-grantee with a disability shall submit a copy of his/her PWD ID and/or a certification from the PDAO specifying the disability/ies.
- 2.2 Students enrolled in private HEIs located in a city or municipality with no existing SUCs and CHED-Recognized LUCs shall be required to submit



a certificate of their residency in the same city or municipality where the private HEI is located.

2.3 Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program shall be delisted in the list of TES grantees.

2.4 In case the student was identified as a Tulong Dunong Program (TDP) or CHED Scholarship Program (CSP) beneficiary and at the same time a TES grantee, the name of the student shall be delisted in the list of TDP or CSP and shall be retained in the list of TES grantees. The monetary benefits received by the student under the TDP or CSP shall be deducted from the TES grant.

3. Masterlist of Grantees

UniFAST shall generate the official masterlist of TES student-grantees. The generation of said list shall be centralized and administered solely by the UniFAST. This list shall henceforth be referred to as the "Tertiary Education Subsidy Masterlist of Grantees".

4. Awarding

UniFAST may directly notify institutions of the list of students who are awarded the TES through various communication platforms, including the Online Portal for Partner Institutions, subject to the provisions of R.A. No. 10173 and its IRR.

XI. BILLINGS AND DISBURSEMENT

1. Billings of public and private HEIs

1.1 The UniFAST shall provide the Private Education Assistance Committee (PEAC) with the list of TES grantees enrolled in private HEIs approved by the UniFAST Board. The list shall be uploaded in the PEAC TES Management System (TMS).

1.2 The private HEI with TES grantees shall encode all enrollment and school fees information of the grantees and submit billing statements in the PEAC-TMS.

1.3 The PEAC shall submit to the UniFAST the billings statements generated from the PEAC TMS.

1.4 The UniFAST shall process the billing statements and prepare the following documents:

- i. For continuing TES grantees enrolled in public and private HEIs: request for Special Allotment Release Order (SARO) in favor of the CHEDROs, based on the verified and validated list of TES grantees submitted by the CHEDROs
- ii. For new TES grantees enrolled in public and private HEIs: prepare the request for fund transfer, sub-allotment release order, disbursement vouchers, and other necessary documents, and forward the same to the CHED-AFMS for processing of payment.



2. Payments to grantees shall be based on the list of validated and verified TES grantees, disbursement vouchers and obligation request status submitted by the UniFAST to the CHED-AFMS.
3. Issuance of Landbank Card to grantees.
 - 3.1 The UniFAST shall be solely responsible for the selection of qualified beneficiary to receive subsidy through the use of the Landbank of the Philippines (LBP) Card.
 - 3.2 The UniFAST shall process the disbursement of benefits to students through the LBP Batch Opening System.
 - 3.3 TES student-grantees shall claim their cards at UniFAST designated LBP Servicing Branches.
4. The TES benefits of the grantees as well as the HEIs shall be credited to their respective LBP accounts. The amount of which shall be in accordance with Rule IV of these guidelines.
5. In cases where there are no efficient means to effectively disburse the funds directly to the grantees, the TES benefits will be downloaded in the following manner:
 - 5.1 For grantees enrolled in SUCs, LUCs and private HEIs, the benefits shall be disbursed by the CHED Regional Office to the grantees through the HEIs.
 - 5.2 The HEIs shall disburse the subsidy to the grantees through a payroll system or through other mode of payment such as ATM or money remittances, as may be determined by the UniFAST Board.

XII. FUNCTIONS, ROLES AND RESPONSIBILITIES OF AGENCIES, HEIs AND STUDENTS

For proper implementation of the billing and disbursement procedures and monitoring of the TES payments to public and private HEIs, hereunder are the functions, roles and responsibilities of the parties / agencies, pursuant to their respective mandate in relation to the fund management of the TES:

1. UniFAST Board

- 1.1 As represented by the Chairperson, execute a Memorandum of Agreement (MOA) on the TES with CHED and the Higher Education Institutions as represented by its President, signed by their instrumental witnesses and executed before a notary public.
- 1.2 Deliberate and approve after due consultation with specific sectors the policies, implementing rules and regulations of the TES
- 1.3 In cases of violation of any of the provisions of the guidelines, issue resolutions on cases brought on appeal before the Board, based on the



report of findings with recommendations of the Executive Director after fact-finding conducted by the constituted investigation team.

2. The UniFAST Secretariat

- 2.1 Require the Official Roster of Qualified TES grantees enrolled in HEIs registered in the CHED Regional Office, prepared by the UniFAST Regional Coordinators, Certified by the Chief Education Program Specialist, and approved by the CHED Regional Director;
- 2.2 Ensure that the billing statement and the list of HEIs for payment submitted by PEAC is the same with the list provided by the UniFAST, if there are discrepancies, PEAC has to submit a written report of the discrepancies;
- 2.3 Prepare the following documents:
 - i. For new TES grantees in SUCs, LUCs and Private HEIs, for fund transfer purposes:
 - a. Request for Sub-Allotment Release Order (Sub-ARO);
 - b. Request for Fund Transfer;
 - c. Disbursement Voucher; and
 - d. Certification on the list of public and private HEIs with the total number of qualified TES grantees duly attested by the CHED Regional Director;
 - ii. For continuing TES grantees in public and private HEIs, request for Special Allotment Release Order in favor of the CHEDROs.
- 2.4 Disseminate the information to all HEIs regarding the implementation of the TES;
- 2.5 Prepare the MOA of TES with the HEIs to be signed by all parties concerned;
- 2.6 Check and collate the List of TES grantees in HEIs aggregated by designated personnel of CHED Regional Offices;
- 2.7 Check the completeness, consistency and accuracy of TES documentations;
- 2.8 Endorse the Requests for Sub-Allotment, Requests for Fund Transfer, Disbursement Vouchers (DVs), CHED Regional Office Certification on the new TES student-grantees from public and private HEIs, and the transmittal to cover all the TES budgetary and disbursement documents aforementioned;
- 2.9 Monitor the efficient release of TES payments to HEIs with TES grantees in coordination with the Philippine Association of State Universities and Colleges (PASUC), Association of Local Colleges and Universities



(ALCU) and the Coordinating Council for Private Educational Association (COCOPEA); and

- 2.10 Address concerns and / or disputes related to the disbursement of TES to student-grantees from public and private HEIs.

3. Private Education Assistance Committee (PEAC)

- 3.1 Assist UniFAST in the implementation of the TES program in private HEI;
- 3.2 Conduct orientation conferences on TES policies, guidelines, procedures, and other related matters for the CHED and UniFAST Offices concerned, participating private HEIs, and other concerned entities and individuals;
- 3.3 Evaluate and process the billing statements of each private HEI participating in the TES, including the supporting documents that may be required under CHED and UniFAST-approved policies and guidelines;
- 3.4 Submit to UniFAST the processed TES billing statements and supporting documents for processing of payment;
- 3.5 Manage, implement, and monitor beneficiaries of the TES, as well as the participating private HEIs to ensure compliance with the guidelines promulgated by CHED and UniFAST for these subsidy schemes;
- 3.6 Undertake, in aid of policy recommendation and standard-setting, field audits of participating private HEIs in TES to confirm or validate the veracity of the information contained in the billing statements and supporting documents submitted by participating private HEIs, that serve as the basis for payment of subsidies of beneficiaries to participating private HEIs;
- 3.7 Submit reports on violations of TES program policies and guidelines, as well as other concerns affecting the proper implementation of these subsidy schemes, to enable it to take appropriate action resulting in recommendations for PEAC's review and endorsement to UniFAST for final decision;
- 3.8 Maintain a database of pertinent information with regard to the beneficiaries and participating private HEIs of TES and provide UniFAST with this data/ information;
- 3.9 Submit to CHED by July 31 of the next fiscal year, a report of activities conducted during the period August to July of the following year on TES implementation in the previous fiscal year;
- 3.10 Designate members of the PEAC Regional Secretariat, such as PEAC Regional Program Directors (RPDs), Regional Program Coordinators (RPCs) and Regional Program Associates (RPAs) in each region to provide technical and administrative support in the overall management of TES in accordance with the functions listed in the program's guidelines.

4. The Department of Budget and Management (DBM)



The DBM shall release the Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) to the CHED Central Office for AY 2019-2020. Effective AY 2020-2021 onwards, the DBM shall release the SARO and NCA to CHEDROs for continuing TES grantees in public and private HEIs and to the CHED Central Office for new TES grantees in public and private HEIs.

The special budget request for the release of SARO and NCA shall be supported with the following documents:

- a. Financial Plan [Budget Execution Document (BED) No. 1];
- b. Physical Plan (BED No. 2);
- c. Monthly Disbursement Program (BED No. 3);
- d. List of SUCs / LUCs / Private HEIs and corresponding funding requirement; and
- e. Regional Allocation.

5. The CHED-Administrative, Financial and Management Service (AFMS)

- 5.1 For new TES grantees in public and private HEIs, upon receipt of duly signed documents for fund transfer from the UniFAST, prepare Notice of Transfer Allocation (NTA) in favor of the CHED Regional Office;
- 5.2 Process payment subject to the usual government accounting and auditing rules and regulations, upon review, recommendation and endorsement of the UniFAST Secretariat;
- 5.3 Check on the completeness, correctness and accuracy of the pertinent documents submitted for TES grants to be paid expeditiously;
- 5.4 Process the DVs and all pertinent documents for the eventual release of the Sub-ARO and NTAs to CHED Regional Offices;
- 5.5 Facilitate the preparation of the needed documents for fund transfer to CHED Regional Offices, for the release of the TES to TES student-grantees through public and private HEIs; and
- 5.6 Advise the CHED Regional Offices concerned and the UniFAST Secretariat through the Executive Director, once the Certificate of Funds Availability has been prepared, approved and executed for proper bank reconciliation purposes.

6. The CHED Regional Offices

- 6.1 For TES grantees in public and private HEIs, prior to the receipt of SARO or NTA, and upon receipt of Sub-ARO or SARO, the CHED ROs shall prepare the disbursement documents needed in order to release the TES to HEIs with enrolled qualified TES student-grantees, as follows:



6.1.1 Obligation Request and Status (ORS) duly signed by the authorized signatory;

6.1.2 Disbursement Voucher (DV) duly signed by the authorized signatory;

Through the UniFAST Regional Coordinators

6.1.3 Notarized copy of the MOA between CHED, UniFAST and the HEIs from their region; and

6.1.4 TES Billing Statements submitted by the PEAC to UniFAST, in the case of private HEIs;

6.2 To ensure that policies and procedures regarding the implementation of R.A. No. 10931 are carried out in the CHED Regional Offices, the UniFAST Regional Coordinators and other UniFAST staff assigned in the CHED Regional Offices, who have been provided with UniFAST budget for administrative support costs shall perform the following functions:

6.2.1 Assist the HEIs within the region in providing orientation / briefing to the qualified TES student-grantees, grantees' parents / designated guardian in coordination with the HEI concerned;

6.2.2 Provide timely reminders to the HEIs in their region about the TES program implementation rules and regulations and specific guidelines, particularly on the proper liquidation of TES funds disbursed to them to ensure compliance;

6.2.3 Verify and validate documentary requirements submitted by the HEIs by checking the names of the students, address, year level, program and other details that may be necessary in determining the eligibility of the student;

6.2.4 Update the TES portal;

6.2.5 Assist in the conduct of identification, evaluation and monitoring of various programs, projects and other activities of the UniFAST; and

6.2.6 Coordinate with the co-implementers and partner agencies at the regional level.

6.2.7 Submit status reports and documents that may be required by the UniFAST Central Office.

6.3 To carry out the administrative functions necessary for the smooth TES implementation, the CHED Regional Offices will perform the following functions:



6.3.1 Check that the Tuition and other School Fees declared in the HEI's Certificates of Registration issued to the students during enrollment, are duly approved by CHED; and,

6.3.2 Process payment subject to the accounting and auditing rules.

7. Higher Education Institutions

7.1 Execute and properly comply with the provisions of the tripartite MOA between the UniFAST, the Commission on Higher Education and the HEI for the full and proper implementation of TES, in accordance with these guidelines and other issuances approved by the UniFAST Board;

7.2 Orient the qualified TES student-grantees, administrative officials and staff, parents, as well as all other stakeholders related to the TES implementation utilizing the HEI's ASC with assistance of the Regional Coordinators and officials of the CHEDRO whenever requested by the HEI;

7.3 Submit to the UniFAST Secretariat a Certification of Tuition and Other School Fees signed by the President;

7.4 Settle any unliquidated cash advances with the CHED in order to avail of the ASC for the TES program;

7.5 In case of private HEI, prepare the TES Sharing Agreement between the HEI and the TES student-grantees and correspondingly sign the said document;

7.6 Perform the following administrative and financial procedures:

7.6.1 Issue an official receipt for every amount received from CHED Regional Office in relation to the TES implementation;

7.6.2 Maintain a separate bank account with the Land Bank of the Philippines, for proper account management for TES;

7.6.3 Provide bank account details for cheque received from CHED Regional Office, to the separate bank account maintained;

7.6.4 Utilize the funds transferred by CHED Regional Office to the private HEI, subject to the usual government accounting rules and regulations and / or the pertinent provisions of R.A. No. 8292; with respect to the ASC that will be transferred together with the TES, subject to submission of liquidation reports duly signed and approved by designated personnel within the prescribed period;

7.6.5 Revert to CHED the excess fund transfers, if applicable;



7.6.6 Comply with the provisions of COA Circular No. 94-013 as may be warranted;

7.7 Prepare the TES billings;

7.8 Ensure that full assistance through proper orientation and information dissemination has been provided to qualified enrolled TES student-grantees; and

7.9 Be accountable for the funds received from the CHED Regional Office pursuant to the MOA.

8. TES Student-Grantees

8.1 Attend orientation meetings / workshops / events related to TES implementation;

8.2 Coordinate with the TES Focal Person for the signing of the TES Sharing Agreement for TES grantees enrolled in private HEIs; and

8.3 Submit documentary requirements to the HEI.

XIII. ADMINISTRATIVE SUPPORT COST (ASC)

1. ASC for HEIs

1.1. The ASC for HEIs shall be a percentage of the total actual TES funds received by the HEI, which shall not be more than the percentage set by the corresponding Special Provision of the General Appropriations Act of the current fiscal year. This shall cover expenses on monitoring, notarization of documents, office supplies and materials, salary of project technical staff or job order, communication, transportation / travel, remedial / mentoring program and meetings / orientation / seminars / general assembly and cash cards that will be issued to the TES grantees.

1.2. Payment of overtime and honoraria shall not be charged to ASC. However, reasonable expenses for food of workers who assisted in processing the student applications, assessment, submission of documentary requirements and disbursement of the TES funds to grantees, may be charged to the ASC. The rates shall be based on CHED Administrative Order No. 01, series of 2011.

1.3. Expenses incurred by the HEI related to the TES prior to the downloading of ASC may be reimbursed from the ASC subject to submission of official receipts and proper documentation.

1.4. Excess or unutilized ASC shall be returned to the UniFAST through the CHED Regional Offices (CHED RO).



- 1.5. The use of ASC shall be subject to government accounting and auditing rules and regulations.

2. ASC for CHED Regional Offices

The ASC for CHED ROs shall be based on the rates approved by the UniFAST Board. Expenses that may be charged to ASC shall cover activities such as providing remedial / mentoring program for the HEIs within the Region and meetings / orientation / general assembly to TES student-grantees, parents and / or guardians, HEIs' administrative authority and personnel, including payment of honoraria for non-CHED and non-UniFAST Resource Speakers; processing and checking the completeness and correctness of TES documents; preparation of disbursement-related documents for payment of TES billing documents, tracking, monitoring and evaluation of TES program implementation among SUCs, LUCs and private HEIs in the region; administrative-related expenses such as expenses on notarization of legal documents, office supplies and materials, compensation of project technical staff/s or job order, communication, transportation/travel and such other expenses directly related to the implementation of the TES program under R.A. No. 10931.

XIV. PAYMENT TO THE PRIVATE EDUCATION ASSISTANCE COMMITTEE (PEAC)

1. PEAC shall be paid for the following expenses incurred:
 - 1.1 Costs for the conduct of regional orientation conferences;
 - 1.2 Administrative costs (national and regional) for developing and processing (checking and verifying) completeness and correctness of submitted school billing statements and supporting documents, as well as follow-ups on documentary deficiencies and the provision of contact points for implementation feedback, school queries on the status of their submitted documents, status of grant payments and on other concerns and status of continued participation, documentation and program information database management;
 - 1.3 Costs for external institutional back-up, support, maintenance, and upgrade for the TES Management System (TMS);
 - 1.4 Costs for orienting, training, and fielding TES monitors for field audit visits of participant PHEIs and grantees/beneficiaries; and
 - 1.5 Retainer for legal services and costs associated with handling PHEIs with adverse findings subject to compliance with COA Circular 95-011 also known as the "Prohibition Against Employment by Government Agencies and Instrumentalities, Including Government-Owned or Controlled Corporations of Private Lawyers to Handle their Legal Cases".
2. The release of payment to PEAC shall be subject to submission of accomplishment/implementation/status reports, and other documents that may be required by the Commission on Higher Education, UniFAST Board, Commission on Audit and other relevant government agencies.



XV. LIQUIDATION OF FUNDS TRANSFERRED TO PRIVATE HEIs

1. For proper reporting on the release of funds, private HEIs should prepare and submit to the CHED ROs within 60 days from receipt of funds the following documents:
 - 1.1 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;
 - 1.2 Report of Disbursement with supporting documents for ASC, signed by Disbursing Officer, approved by the Finance Officer or Authorized Official;
 - 1.3 Official receipts and other pertinent documents to substantiate the use of ASC;
 - 1.4 TES Billing Details approved by the president / head of the private HEI (print-out and electronic copy);
 - 1.5 Notarized Registrar's Certification stating the total number of qualified TES student-grantees for each regular term of the academic year and the names of grantees who were not readmitted, on leave of absence, transferred to another HEI, dropped from the school roster, suspended, excluded, expelled and unable to continue studies due to other reasons;
 - 1.6 Certificate of Registration of the TES student-grantees for each regular term during the academic year (PDF copy);
2. Additional requirements in case stipends for grantees were disbursed through the HEIs:
 - 2.1 FUR for the stipends, duly certified by the Accountant and / or Vice President for Finance, duly verified by the internal / external Auditor and approved by the President / Head;
 - 2.2 Report of Disbursement with supporting documents for stipends, signed by Disbursing Officer, approved by the Finance Officer or Authorized Official;
 - 2.3 Payroll report duly signed by the recipients of TES;
 - 2.4 Photocopy of school identification card of TES student-grantees with specimen signature; and
 - 2.5 Notarized TES Sharing Agreement between the TES student-grantee and the private HEI (originally signed print out and PDF copy).
3. Any unused or excess funds should be returned to CHED Regional Office together with the liquidation report.



4. The liquidation of funds transferred to private HEIs shall be subject to the usual government accounting and auditing rules and regulations.

XVI. LIQUIDATION OF FUNDS TRANSFERRED TO SUCs AND CHED-RECOGNIZED LUCs

1. For public HEIs, the SUCs and CHED-recognized LUCs shall submit the following documents to CHEDROs within 60 days from receipt of funds released to them either through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) or through checks:
 - 1.1 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;
 - 1.2 Report of Checks Issued (RCI)for ASC, signed by the Cashier;
 - 1.3 Official receipts and other pertinent documents to substantiate the use of ASC;
 - 1.4 TES Billing Details approved by the President / Head (print-out and electronic copy);
 - 1.5 Notarized Registrar's Certification stating the total number of qualified TES student-grantees for each regular term of the academic year and the names of grantees who were not readmitted, on leave of absence, transferred to another HEI, dropped from the school roster, suspended, excluded, expelled and unable to continue studies due to other reasons (print-out and electronic copy);
 - 1.6 Certificate of Registration of the TES student-grantees for each regular term during the academic year (PDF copy);
2. Additional requirements in case stipends for grantees were disbursed through the SUCs and CHED-recognized LUCs:
 - 3.1 FUR for stipends, duly certified by the Accountant and / or Vice President for Finance, duly verified by the internal / external Auditor and approved by the President / Head;
 - 3.2 RCI for stipends, signed by the Cashier;
 - 3.3 Payroll report duly signed by the recipients of TES; and
 - 3.4 Photocopy of school identification card of TES student-grantees with specimen signature.
3. Any unused fund should be returned to CHEDROs together with the liquidation report.
4. The liquidation of funds transferred to SUCs and CHED-recognized LUCs shall be subject to the usual government accounting and auditing rules and regulations.



XVII. MONITORING

1. The UniFAST Secretariat and the PEAC shall setup, maintain, and regularly update a system that will efficiently and effectively monitor the administration of the TES, in particular, the disbursement of benefits, the status of students in the institutions, and proper liquidation of the funds downloaded to the HEIs for its ASC.
2. UniFAST may setup Regional Steering Committees consisting of the most relevant agencies and organizations, as determined by the UniFAST Board, to help monitor the implementation of the program, as well as review and address grievances of institutions and students, before endorsing those appeals to the UniFAST in accordance with the procedures approved by the UniFAST Board.
3. SUCs, CHED-recognized LUCs, and private HEIs with TES student-grantees shall submit the list of TES student-grantees who were not readmitted, on leave of absence, transferred to another HEI, dropped from the school roster, suspended, excluded, expelled and unable to continue studies due to other reasons, to the UniFAST through the CHED Regional Offices, not later than 45 days from the start of the term.
4. In case the student-grantee was officially dropped from the roll, the student-grantee shall only be entitled to an amount proportionate to the duration of his/her stay in the institution. The last day should be the day the student-grantee was officially dropped.

XVII. REPLACEMENT

In cases when a student-grantee has been expelled, has become unable to continue studies due to reasons other than financial ones (death, imprisonment, disability, etc.), or has waived TES, he or she shall be replaced. The replacement grantee shall be taken from the list of TES grantees under the Listahanan 2.0 category who have been waitlisted.

XVIII. RENEWAL PROCEDURES

1. UniFAST shall re-upload in the TES online portal all continuing TES student grantees.
2. The UniFAST Regional Coordinators shall assess the status for continued eligibility of these grantees by conducting verification and validation of documentary requirements.
3. Continuing eligible beneficiaries shall avail TES in the subsequent years or program cycles, subject to their continued studies and compliance with the TES Guidelines in each Academic Year.
4. The UniFAST Board shall be the sole authority to create a mechanism to award to other students who are eligible, the slots of TES student-beneficiaries who have become ineligible or have graduated from their



programs.

5. TES grantees who did not enroll for a certain semester should still be considered as continuing grantees provided that the following concur:

- 5.1 The period of non-enrollment of the student should only be for one (1) semester in an academic year;

- 5.2 There is a duly filed official Leave of Absence (LOA); and,

- 5.3 The student continues to be eligible for the benefits of TES.

5.3.1.1 RULES IN CASE THE TES STUDENT-GRANTEE TRANSFERRED TO ANOTHER HEI

- 1. Listahanan 2.0 / Non-Listahanan 2.0 TES grantee transferring from an HEI to another HEI included in the Registry**

- 1.1 The grantee shall enjoy the benefits of TES, subject to the retention policy of the HEI and renewal every academic year.

- 1.2 Upon request of the transferring student grantee, the HEI where the grantee was previously enrolled shall:

- 1.2.1 Issue a Certificate of Transfer to the student certifying that he/she is a TES grantee and indicating his/her new HEI; and

- 1.2.2 Submit the list of transferee-grantees to the CHED Regional Office not later than 45 days from the start of the term.

- 1.3 The receiving HEI shall:

- 1.3.1 Request for the inclusion of the transferee-grantees in the TES Online Portal by submitting the documentary requirements for TES; and

- 1.3.2 Bill the UniFAST for the subsidy of the transferee-grantees.

- 1.4 The Regional Coordinator shall:

- 1.4.1 Conduct verification and validation of the documents submitted by the receiving HEI; and

- 1.4.2 In the TES Portal, transfer the names of the transferees whose documents have been verified and validated from the HEI of origin to the receiving HEI.

- 1.5 The funds for the transferees must be reconciled with the records of the UniFAST.

- 2. Listahanan 2.0 / Non-Listahanan 2.0 TES grantee transferring from an HEI to another HEI not in the CHED Registry**

- 2.1 The grantee will not enjoy the benefits of the TES unless the course/program becomes part of CHED Registry, subject to renewal every academic year.



- 2.2 Upon request of the transferring student grantee, the HEI where the grantee was previously enrolled shall:
 - 2.2.1 Issue a Certificate of Transfer to the grantee certifying he/she is a TES grantee and certifying his/her new HEI; and
 - 2.2.2 Submit the list of transferees-grantees to the CHED Regional Office not later than 45 days from the start of the term.
 - 2.3 The funds for the transferee-grantees must be reconciled with the UniFAST.
 - 2.4 The Regional Coordinator shall delist in the TES Portal the names of said transferee-grantees.
- 3. ESGP-PA TES grantee in SUC who transferred to another HEI**
- 3.1 An ESGP-PA TES grantee may only transfer to another SUC. In such case, the grantee shall enjoy the benefits of TES, subject to the retention policy of the HEI and renewal every academic year. The same procedure stated in XIX. 1.1 to 1.5 shall be applied.
 - 3.2 If the ESGP-PA TES grantee transferred to a CHED-recognized LUC or private HEI, the grantee shall no longer enjoy the benefits of TES. The same rules stated in sections XIX. 2.2 to 2.4 shall be followed.
- 4. TES grantee in private HEI located in a municipality/city with no existing SUC or CHED-recognized LUC (PNSL)**
- 4.1 To enjoy the benefits of TES, the PNSL grantee:
 - 4.1.1 Transferred to another private HEI located in a municipality / city with no existing SUC or CHED-recognized LUC;
 - 4.1.2 Must be residing in the same municipality / city where the private HEI is located; and
 - 4.1.3 Must be enrolled in a course/program that is in the CHED Registry.
 - 4.2 The same procedure stated in XIX. 1.1 to 1.5 shall be followed.
 - 4.3 In case the TES grantee did not meet any of the requirements in section 4.1, he /she will not enjoy the benefits of the TES. The same procedure provided in XIX. 2.2 to 2.4 shall be followed.
- 5. PNSL grantee who transferred to a SUC / CHED-recognized LUC / private HEI located in a municipality or city with SUC or CHED-recognized LUC and enrolled in a course / program that is in the CHED Registry**
- 5.1 The grantee will be subjected to the Listahanan 2.0 identification.
 - 5.2 If the grantee qualified under the Listahanan 2.0 category of grantees, he/she will enjoy the benefits of the TES, subject to the retention policy



of the HEI and renewal every academic year. The same procedure stated in XIX. 1.1 to 1.5 shall be followed.

- 5.3 If the grantee did not qualify under the Listahanan 2.0 category of grantees, he/she will no longer enjoy the benefits of the TES. The same procedure provided in XIX. 2.2 to 2.4 shall be followed.

XX. COMPLAINTS AND GRIEVANCES

1. Any violation, unequal application of TES policies, guidelines and procedures shall constitute a valid complaint, for review and appeal that will be resolved by the UniFAST.
2. For any complaints and arbitration requests related to the implementation of these guidelines, TES student-grantees are encouraged to initially course their concerns to the HEI where they are enrolled in. If the issue has not been addressed by the HEI within three (3) days from the time the violation was allegedly committed by the school, the TES student-grantees may directly communicate the matter to the CHED Regional Offices via e-mail copy furnished the UniFAST Secretariat – Advocacy and Promotion Unit (with e-mail address: askunifast@ched.gov.ph).
3. Procedure

For any grievance or complaint, the following information should be provided by the complainant to the CHED Regional Office having jurisdiction over the HEI:

- 4.1 A brief narrative (including the names of individuals and / or departments involved, dates, time, records and other pertinent documents) to support the allegations / complaint / grievance cited;
 - 4.1 Policy or procedure violated;
 - 4.2 Reason why complaint / grievance was not acted upon by the HEI; and
 - 4.3 Resolution / remedy being requested.
4. The CHED Regional Office shall communicate the grievance / complaint received to the HEI concerned, copy furnished the UniFAST Secretariat – Advocacy and Promotion Unit for investigation and proper action.
 5. The UniFAST Regional Coordinators will prepare a Grievance / Complaint Action Report and communicate to the UniFAST Secretariat within 5 days or earlier if warranted by the circumstances, from receipt of the grievance/complaint. Any grievance/complaint that has not been acted upon or with action partially taken within the 5-day prescribed period will be endorsed to the Executive Director for appropriate action at that level.
 6. The CHED Regional Office through the UniFAST Regional Coordinators shall provide a formal written reply to the complainant (TES student-grantee) citing the actions taken on the resolution / remedy requested within 3 days from receipt of the final action on her/his complaint by the Central UniFAST Secretariat.



7. The UniFAST Secretariat shall create an action tracking system to closely monitor the grievances gathered by the CHED Regional Offices in order that all concerned offices are informed of the action(s) taken to resolve the complaint/grievance.
8. Appeal to the UniFAST Secretariat
 - 8.1 Any aggrieved existing-grantee whose name was delisted or not included in the list of eligible TES grantees may file an appeal to the UniFAST Secretariat.
 - 8.2 An Appeal may be filed by a student-applicant once in an academic year and can only be filed on any of the following grounds:
 - 8.2.1 There was a patent administrative error in data processing (e.g., incorrect data entry/misspelled entries);
 - 8.2.2 There was an administrative error in evaluating the eligibility of the student (e.g., a document submitted was not considered);
 - 8.2.3 The applicant has been deprived, through no fault attributable to him/her, of submitting his/her documents in support of his/her application;
 - 8.2.4 The applicant has well-grounded belief that he/she has been unlawfully discriminated against; and
 - 8.2.5 Any exceptionally significant and extremely compelling information not previously included in the application.
 - 8.3 The Appeal shall not be given due course if the applicant:
 - 8.3.1 Submits documents or provides information which could have been presented prior to the deadline for submission of documentary requirements;
 - 8.3.2 Appeals on the allocation of grants per region/institution; and
 - 8.3.3 Raises issues on policies, rules, regulations and orders of the CHED or the UniFAST.
 - 8.4 No fees shall be charged for the filing of an appeal. Costs for photocopying or scanning or other related costs incurred in the filing of the appeal shall be borne by the applicant.
 - 8.5 The appeal must be submitted in writing and must state all the grounds available, thus, ground/s not so included shall be deemed waived. The applicant must also attach documents which may support his/her claim.
 - 8.6 The appeal shall be sent and addressed to the Executive Director of the UniFAST.
 - 8.7 An appeal shall be filed within ten (10) working days from the publication of the list of HEIs with TES student-grantees.
 - 8.8 Failure to file an appeal within the period is deemed a waiver of the right to file the same.
 - 8.9 Appeal Procedure



- 8.9.1 The applicant shall completely accomplish an Appeal Form. The form must be signed and certified by the UniFAST Focal Person of the HEI that the applicant submitted all documentary requirements on or before the deadline for submission.
- 8.9.2 The applicant shall submit the Appeal Form and other pertinent documents to the UniFAST Regional Coordinator assigned in the CHED Regional Office that has jurisdiction over the institution.
- 8.9.3 The appeal shall be reviewed by the UniFAST Regional Coordinator and if found sufficient in form, shall forward it to the UniFAST Central Office.
- 8.9.4 The UniFAST Secretariat shall decide the merits of the appeal or may raise the matter to the UniFAST Board for resolution.
- 8.9.5 The applicant will be notified via e-mail of the decision of the UniFAST Secretariat or the UniFAST Board.
- 8.9.6 Failure to send an appeal within the period shall be deemed a waiver of the right to file the same. The UniFAST Secretariat may dismiss the appeal for failure to comply with the aforementioned requirements.
- 8.9.7 The decision/resolution of the UniFAST Secretariat is final, executory and cannot be re-appealed.

8.10 A reserved fund to be determined by the UniFAST Board shall be set aside and maintained every academic year to be used as funds for the subsidies of student-appellants who filed their appeals and obtained a decision in their favor.

XXI. RESOLUTION OF ISSUES

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

XXII. PENALTIES FOR VIOLATIONS OF THE GUIDELINES

After proper procedures were undertaken to conduct fact-finding investigation of reported violations committed by any partner public or private implementing the TES, particularly concerning compliance with any provisions of this Guidelines, or related government accounting and audit regulations, the UniFAST Board, on recommendation of the Executive Director, may impose any of the following sanctions, depending on the gravity of the violation:

1. Non-inclusion in the list of qualified HEIs for implementing the TES, without prejudice to any measures that may be undertaken by the UniFAST Board to maintain the TES availment of said HEI's qualified TES grantees;
2. Recommendation to the CHED en Banc to impose particular sanction to the HEI for committing violations under RA 10931, after due process pursuant to RA 7722;
3. For serious violations that would merit the exercise of its authority, implement the procedure for filing of criminal sanctions as warranted under the UniFAST Law, RA 10687; and
4. Such other penalties or sanctions as may be approved by the UniFAST Board.



XXIII. TRANSPARENCY AND ACCOUNTABILITY

The agencies concerned shall adopt a strict policy on transparency and accountability in the disbursement of the funds and shall be governed by the existing laws.

XXIV. SEPARABILITY CLAUSE

If any part or provision of this joint circular is declared void or unconstitutional by operation of law, rules and regulations the same shall apply only to that specific provision and the remaining clauses/provisions shall remain valid and enforceable.

XXV. REPEALING CLAUSE

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

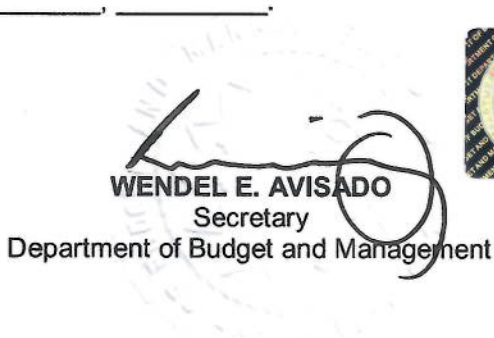
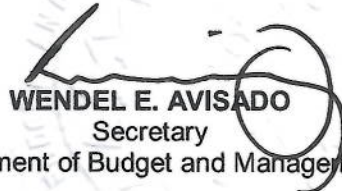
XXVI. EFFECTIVITY

This Circular shall take effect immediately.

Signed this _____ day of _____, _____.



J. PROSPERO E. DE VERA III
Chairman
Commission on Higher Education and
Unified Student Financial Assistance
System for Tertiary Education Board



WENDEL E. AVISADO
Secretary
Department of Budget and Management

