



**CHED-DOLE Joint Memorandum Circular No. 2020-03**  
**August 28, 2020**

**TO: PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS**

**SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF THE *TABANG OFW* - TERTIARY EDUCATION SUBSIDY FOR DEPENDENTS OF REPATRIATED OVERSEAS FILIPINO WORKERS (*TABANG-OFW*) PROGRAM FOR ACADEMIC YEAR 2020-2021**

**1.0 RATIONALE**

In response to President Rodrigo Roa Duterte’s directives in his meeting with the Inter-Agency Task Force and during his 5th State of the Nation Address (SONA) on July 27, 2020 to provide aid, like training and scholarships, to dependents of repatriated OFWs who have lost their jobs because of COVID-19, the following guidelines are hereby promulgated to ensure the efficient and effective implementation of the *Tabang OFW* (Tertiary Education Subsidy (TES) for Dependents of Repatriated/Displaced Overseas Filipino Workers) in providing financial assistance to dependents of OFWs repatriated, displaced or deceased because of the COVID-19 pandemic.

Because of their unique situation, these students *currently* stand on equal footing with those highest in rank in the Listahanan 2.0 and are, therefore, as part of the prioritization category under Section 7 (b) of R.A. No. 10931, deserving of full extent of the assistance of the government.

**2.0 PROGRAM TITLE**

The financial assistance shall be known as the *Tabang OFW* (Tertiary Education Subsidy for Dependents of Repatriated, Displaced or Deceased Overseas Filipino Workers) Program.

**3.0 COVERAGE**

The *Tabang OFW* is intended for one (1) college-level dependent of an Overseas Filipino Worker repatriated, displaced or deceased during the COVID-19 pandemic.

**4.0 FINANCIAL BENEFITS**

A qualified grantee shall be entitled to a one-time grant of **Thirty Thousand Pesos (PhP 30,000.00)** covering AY 2020-2021.

**5.0 ALLOCATION**



*[Handwritten signature]*





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- 7.2.1 Proof of Enrollment, scanned copy of Certificate of Registration/ Enrollment with total number of units earned signed by the Registrar, with official school dry seal;
- 7.2.2 Proof of Intention to enroll of an incoming freshman, dependent's letter of intention to enroll in an HEI, addressed to the Office of the Director of the Bureau of Local Employment of the DOLE supported by proof of qualification for admission issued by the HEI and assessment of fees (for students in private HEIs); and
- 7.2.3 Proof of Intention to enroll of an ongoing student, dependent's letter of intention to enroll in an HEI, addressed to the Office of the Director of the Bureau of Local Employment of the DOLE supported by Proof of Enrollment in the last academic term of AY 2019-2020 and assessment of fees for the current academic term (for students in private HEIs).
- 7.3 For purposes of transferring the funds, the DOLE shall submit to the UniFAST Secretariat the Certified list of college-level dependents of Overseas Filipino Workers repatriated, displaced or deceased in 2020 due to the COVID-19 pandemic, containing the following information: repatriated displaced or deceased OFW's complete name, jobsite, occupation and province/region and dependent's complete name, birth date, HEI, year level, degree program, and address.
- 7.4 The DOLE shall ensure that there is no duplication of names within and across regions in the certified list of dependents to be submitted to the UniFAST Secretariat.
- 7.5 Thereafter, the UniFAST Secretariat will generate the Master List of Qualified *Tabang OFW* Grantees as basis for the transfer of funds to the DOLE.

**8.0 ROLES AND RESPONSIBILITIES**

For proper implementation of the disbursement procedures and monitoring of the *Tabang OFW* payments to public and private HEIs, hereunder are the roles and responsibilities of parties concerned:

**8.1 UniFAST Board**

- 1. Deliberate and approve the budget allocation for the implementation of the *Tabang OFW* and the Memorandum of Agreement between CHED, UniFAST Board and DOLE;





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### 8.2 CHED UniFAST Secretariat

1. In coordination with DOLE, disseminate the information to all public and private HEIs the implementation of the program;
2. Assist the DOLE in the preparation of the MOA and the guidelines;
3. Prepare the necessary vouchers, obligation requests and other pertinent documents relative to the fund transfer to DOLE;
4. Facilitate the processing of transfer of funds from CHED to DOLE;
5. In coordination with DOLE, monitor the efficient implementation of the program.

### 8.3 DOLE Central Office

1. Be accountable to the funds received from the CHED-UniFAST pursuant to the Memorandum of Agreement (MOA);
2. Issue an official receipt for amount received from the CHED;
3. Conduct orientation on the implementation of these guidelines and other relevant activities, in coordination with the CHED-UniFAST;
4. Submit reports to the UniFAST Board, through the UniFAST Secretariat, and other concerned agencies regarding the implementation of the program;
5. Process payment subject to the accounting and auditing rules and regulations;
6. Check the completeness, correctness and accuracy of the pertinent documents submitted for the *Tabang OFW* grants to be paid expeditiously; and
7. Facilitate preparation and processing of the DVs and all pertinent documents for the release of cash advance to DOLE Regional Offices for the payment of the benefits of the *Tabang OFW* grantees.

### 8.4 DOLE Regional Offices

To carry out the administrative functions necessary for the smooth implementation of the *Tabang OFW* program, the DOLE Regional Office shall perform following functions:

1. Process payment subject to the accounting and auditing rules and regulations and check on the completeness, correctness and accuracy of the supporting documents needed for the disbursement of benefit to student grantees;
2. Facilitate preparation of payment for the grantees of the *Tabang OFW* enrolled in the public and private HEI for Textbook / learning materials, any further academic and extra-curricular expenses, stipends (including food, lodging, clothing, transportation, health/medical needs and school supplies) and other related costs needed for the beneficiary's education;
3. Facilitate the release of the financial benefit to the grantees;









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**13.0 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.

**14.0 REPEALING CLAUSE**

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.

**15.0 EFFECTIVITY**

This memorandum circular shall take effect immediately.

**J. PROSPERO E. DEVERA III**  
 Chairman  
 Commission on Higher Education and  
 UniFAST Board

**SILVESTRE H. BELLO III**  
 Secretary  
 Department of Labor and Employment  
 and Member of the UniFAST Board

**ATTY. RYAN L. ESTEVEZ**  
 OIC Executive Director  
 UniFAST

Attested by:

**DOMINIQUE RUBIA-TUTAY**  
 Assistant Secretary, DOLE

