



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. 01
Series of 2022

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

SUBJECT: AMENDED TERTIARY EDUCATION SUBSIDY (TES) GUIDELINES OF
2022

RATIONALE

The UniFAST Board, by virtue of its authority to administer the TES program under Section 7 of Republic Act No. 10931 or the Universal Access to Quality Tertiary Education (UAQTE) Act, hereby issues these Amended Guidelines, hereinafter referred to as "Guidelines", for the simplified and more efficient implementation of TES.

SECTION 1. COVERAGE

1. These guidelines cover qualified students in Higher Education. The Guidelines for TVET shall be embodied in a separate issuance of TESDA.
2. These guidelines shall cover all State Universities and Colleges (SUCs), CHED-Recognized Local Universities and Colleges (LUCs), and private Higher Education Institutions (HEIs) that are in the CHED Registry of Programs and Institutions.

SECTION 2. DEFINITION OF TERMS

Terms appearing herein shall be understood as to how they are defined in R.A. No. 10931 and its Implementing Rules and Regulations (IRR). In addition thereto, as used in these Guidelines:

1. **Academic term** refers to an entire length of time during which classes for a certain set of subjects are conducted, which could either be a semester or trimester as may be determined by the HEI;
2. **Academic year** refers to either two (2) semesters including a midyear term or three (3) trimesters;
3. **Application Upload File** refers to the file sent to the Land Bank of the Philippines (LBP) in order to store all pertinent information of TES grantees for the processing of LBP card applications;
4. **Comparable undergraduate degree** refers to any higher education degree equivalent to Level 6, regardless of its recommended period of completion, based on the accepted outcomes-based learning and the Philippine Qualifications Framework;
5. **Leave of absence (LOA)** refers to the official withdrawal by a student of his or her enrollment prior to or during the academic term;
6. **Residence** refers to a student's actual stay in a city or municipality for education purposes, whether in a rented unit or a dormitory, or with relatives;
7. **TES-3b** refers to the additional allowance 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;



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8. **Transaction Upload File** refers to the file sent to the LBP containing information on the specific accounts to which the LBP shall transfer specific TES amounts; and,
9. **Undergraduate post-secondary program** refers to a bachelor's degree or comparable undergraduate degree taken after high school.

SECTION 3. GROUNDS FOR A STUDENT TO BE INELIGIBLE TO TES

A. For new applicants:

1. Foreign citizens;
2. Non-students;
3. Students enrolled in HEIs or programs not included in the CHED Registry of Programs and Institutions;
4. Students already in their second undergraduate post-secondary program;
5. Students who are already beneficiaries of the Tulong Dunong Program (TDP) and CHED Scholarship Programs (CSPs), and other national government-funded StuFAP;
6. For student-applicants under the PNSL category, those who are not residing in the city or municipality where the HEI is located; and,
7. Applicants who submitted falsified documents.

B. For continuing grantees:

1. Students who fail to enroll for one (1) academic term with no leave of absence (LOA);
2. Students who fail to enroll for at least two (2) academic terms within an academic year;
3. Students suspended by their HEI for one (1) academic term or more;
4. Students expelled from their HEI;
5. Students who fail to qualify under the admission and retention requirements of their HEI, as certified by the HEI;
6. Students who fail to complete their bachelor's degree or comparable undergraduate degree a year after the period prescribed in their program;
7. For continuing grantees under the concluding Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGP-PA), those who transfer to HEIs other than SUCs; and
8. Applicants who submitted falsified documents.

SECTION 4. DOCUMENTARY REQUIREMENTS

Participating higher education institutions (HEIs) must submit electronic copies of the following during the period for submission of documentary requirements to their respective CHED Regional Offices:

A. For new applicants:

1. Certified true copy or electronically-generated copy of the list of enrolled student-applicants with the required student information (**Annex 1**), with the attached certified electronically generated Certificate of Registration/Enrolment (CORs/COEs) as proof of enrollment and, if applicable, fees charged by HEI;
2. Certified true copy or electronically-generated copy of the list of enrolled student-applicants who are Persons with Disabilities (PWD) (**Annex 1**) with the attached certified copy of their PWD identification card issued by the Persons with Disability Affairs Office (PDAO) of a student's city or municipality; and,

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



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3. Certified true copy or electronically-generated copy of the list of enrolled student-applicants (**Annex 1**) with the attached Original Copy of the Certificate of Residency, stating the full name of the student-applicant, address, and date of issuance, duly signed by the Punong Barangay. As an alternative to the Certificate of Residency, an electronic copy of any valid government-issued identification (National ID, LGU-issued ID, Philpost ID, Passport, Driver's License, Voter's ID, etc.) may be submitted, provided that the full name and residence of the student is reflected on said ID.
4. Whenever the funds would allow, a call for new applicants who are not part of the Listahanan shall submit documentation of Proof of Income of all income-earners in the grantee's household, which may be any of the following:
 - (a) Latest copy of contract or proof of income for Overseas Filipino Workers and seafarers;
 - (b) Employment contract, payslips, latest Income Tax Return (ITR), or Bureau of Internal Revenue Form 2316 for fixed income earners; and,
 - (c) Case Study prepared and issued by the licensed Social Welfare and Development Officer of the grantee's city or municipality, especially for income-earners in the informal sector.

In addition, certificates of Residency of the applicant and all members of his or her household.

B. For continuing grantees:

1. Only the certified true copy or electronically-generated copy of the list of enrolled student-continuing grantees with the required student information, as proof of enrollment and, if applicable, fees charged by HEI (**Annex 2**). *The same form of which shall serve as a document for both validation and billing purposes.*
2. 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 student- applicants with total number of units enrolled (**Annex 2**), with the attached certified electronically generated Certificate of Registration/Enrolment (CORs/COEs) as proof of enrollment and, if applicable, fees charged by HEI and a certified copy of their submitted LOAs.
3. 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 and, if applicable, fees charged by HEI (**Annex 2**), with the attached document (e.g. TES award number) that the student-transferee is a continuing grantee.

For continuing TES grantees transferring to other HEIs, the following rules shall apply:

- (a) TES Grantees transferring to other HEIs must inform their current HEIs of their desire to transfer and abide by the transfer procedures of both institutions;
- (b) Continuing grantees under the concluding ESGP-PA may only transfer to another SUC;
- (c) Listahanan and Other Grantees may transfer from one HEI to another, provided that the new HEI is in the CHED Registry of Programs and Institutions; and,
- (d) PNSL grantees that are not in the Listahanan Category may only transfer to another PNSL HEI, provided that the said HEI is in the CHED Registry of Programs and Institutions and the grantee is residing in the same municipality or city where the new Private HEI is located.



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C. For availment of TES-3B:

Letter of availment for TES-3B addressed to the CHED Regional Office (**Annex 3**), containing a summary list of allowable expenses with their corresponding actual amount and official receipt or acknowledgment receipt, as the case may be, with any of the following attached documents, as claimed:

1. Professional Regulation Commission application form or examination fees;
2. OR/AR for notarial fees;
3. OR for Review Center fees;
4. OR for insurance premium fees;
5. OR for issuance of Transcript of Records and Certificate of Good Moral Character;
6. OR for issuance of PSA, BIR, and NBI documents as needed, which may include all or any of the following: Birth certificate, Marriage Certificates, Documentary Stamps, NBI Clearance, and the like, and,
7. OR/AR of other entities or institutions for expenses necessary to comply with the requirements for licensure examinations.

Reimbursements for TES3B shall be actual claims and shall in no way exceed the amount as determined by the UniFAST Board.

In case of doubt, nothing in these guidelines may prevent the CHED Regional Offices to require the submission of additional documents to further verify the authenticity of the submitted documents.

SECTION 5. TIMELINE FOR THE SUBMISSION OF APPLICATIONS FOR HEIs

1. Upon the annual call for applications issued by the UniFAST Secretariat, HEIs shall be given a period of not more than three (3) weeks for the submission of lists of TES applicants and in addition, a period of not more than four (4) weeks for submission of documentary requirements. Participating HEIs shall import to the UniFAST HEI Partner's Online Portal the list of TES applicants using the Secretariat's standard template (**Annex 1**). No application shall be processed unless the applicant's name is included in the list of TES applicants submitted through said Portal. The HEI must ensure that all those included in the list of applicants possess the qualifications and none of the exceptions to TES as stated in the Guidelines.

Said standard template must contain, at the minimum, fields for the student's last name, given name, student ID number, sex, birthdate, complete program name, year level, parents' last name, given name, and middle name, residence address, total assessment, disability (if applicable), contact number, and, email address

2. The HEI Partner's 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 the limited submission of applications, in no way shall the Portal be opened again to accommodate submissions after the deadline.
3. Application shall in no way be construed as automatic eligibility to the TES program.
4. In cases where there appears an excessive number of applicants in an HEI, the CHEDROs, upon exercise of due diligence and finding of regularity in the number of applicants, will certify to the Secretariat that the number of applications is within the carrying capacity of the HEI.



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SECTION 6. BILLING AND DISBURSEMENT

1. Upon completion of verification and validation processes, the CHED Regional Offices shall submit to the UniFAST Secretariat the electronic copy of their respective Certification of Total TES beneficiaries per HEI generated from the Portal, prepared by the UniFAST Regional Coordinators, certified by the Chief Education Program Specialist, and approved by the CHED Regional Director, serving as certification by the CHED Regional Office that the TES Grantees contained therein are qualified to receive the benefits of TES (**Annex 4**);
2. Based on the master list of grantees, the HEIs shall then submit billing statements to the CHED Regional Offices using the billing form provided (see **Annex 2 for continuing grantees; see Annex 5 for new grantees**). Thereafter, based on the billing form submitted by HEIs and as verified by the CHED Regional Offices, payments will be disbursed to the grantees through their respective HEIs.
3. Simultaneous with the completion of verification and validation processes, the Secretariat shall inform the HEIs through the HEI's Portal of the applicants validated and verified to be eligible as TES grantees, with instruction to students to create accounts with the Land Bank of the Philippines (LBP) through the TES Grantees Portal.
4. The UniFAST Secretariat shall conduct verification of the data entries in the TES Grantees Portal and Know Your Client (KYC) information of said grantees.

Thereafter, it shall generate and transmit to LBP via Secure File Transfer Protocol (SFTP) or other secure means the electronic copies of duly accomplished Application Upload Files and Enrollment Forms from the TES Grantees Portal for the production of LBP cards of TES grantees.

Upon advice from the LBP, the Secretariat shall notify the TES Grantees of the availability of their cards in their designated LBP branches or HEIs, whichever is applicable.

The TES grantees shall accomplish the Card Claim Form and shall sign in the "Received by" portion upon receipt of the LBP card and proceed to the LBP ATM for card activation.

5. **Alternative Modes of Payment of TES.** If for any reason, the TES may not be disbursed in accordance with the above, the CHED Regional Offices may resort to any of the following modes of payment that would most expeditiously allow TES grantees to receive their benefits:
 - (a) Direct cash or check payouts to grantees;
 - (b) Disbursement of grants in the form of check or LDDAP-ADA to the HEIs, which may release TES at no cost to the grantees through any of the following:
 - (i) Direct cash or check payouts;
 - (ii) Wire transfer;
 - (iii) Payment through electronic or digital means, including but not limited to e-wallets;
 - (iv) Cash card payments;
 - (v) Money remittance; or,
 - (vi) Any other mode to expedite the distribution of said grants.

HEIs must record the disbursement of TES funds. Said record must contain the amount of TES-1, TES-2, TES-3a, and TES-3b, whichever is applicable.

6. HEIs must maintain a separate bank account with the Land Bank of the Philippines, for



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proper account management of TES.

7. HEIs must issue official receipts for every amount received from the CHED Regional Office in relation to the implementation of TES.
8. HEIs must revert to the Cashier of the CHED Regional Offices for any excess fund transfers, if applicable.
9. In the event that a TES grantee dies, the relative nearest in degree (e.g. the grantee's parents) may claim the TES upon presentation either to the CHED Regional Office or HEI wherever the funds are already transferred the Claim Form (**Annex 6**) with the grantee's Certificate of Death, government-issued IDs of the claimants, and other documentation that establishes the relationship of the claimants to the grantee.
10. 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 7. LIQUIDATION

1. 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 2nd 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 7**);
 - (b) Report of Checks Issued with supporting documents for ASC, signed by Disbursing Officer, approved by the Finance Officer or Authorized Official (**Annex 8**);
 - (c) Official receipts and other pertinent documents to substantiate the use of ASC;
 - (d) General Payroll duly signed by the recipients of TES (**Annex 9**);
 - (e) If disbursed through alternative modes under Section 6 (5) of these guidelines, RCI for TES, signed by the Cashier if released through check (**see Annex 8**); payroll register, if released through the bank; or transaction receipt, if released through any 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.
 - (g) For private HEIs, certification of the summary list of notarized TES Sharing Agreement between the TES grantee and the private HEI, which Agreement shall be executed only once upon receipt of their TES award number (**Annex 10**).
2. Any subsequent fund releases for SUCs, CHED-Recognized LUCs, and Private HEIs shall be withheld pending the submission of the herein required liquidation report.
 3. Any unused funds 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.

SECTION 8. SANCTIONS AND PENALTIES

After proper procedures were undertaken to conduct a fact-finding investigation of reported



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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 the 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. Upon deliberation of the UniFAST Board, termination of the MOA for fraud, repeated non-liquidation of funds, and unjust withholding of any part of the component of TES;
3. Recommendation to the CHED en Banc to impose particular sanction to the HEI for committing violations under R.A 10931, after due process pursuant to RA 7722;
4. 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;
5. If any act or omission committed by an HEI or TES grantee in relation to the enjoyment of TES constitutes as a crime, persons liable shall be prosecuted against under the relevant penal statute; and
6. Such other penalties or sanctions as may be approved by the UniFAST Board.

SECTION 9. ADVOCACY AND PROMOTIONS

The Secretariat and CHED Regional Offices, in coordination with the UniFAST Board Members particularly the DepEd, NYC, PASUC, ALCU, and COCOPEA, and other institutions or entities shall regularly conduct advocacy and promotions campaigns to ensure that information about the TES, including but not limited to its benefits, terms of availment and processing period shall attain the widest reach and are known to participating HEIs and TES grantees.

SECTION 10. INTERPRETATION CLAUSE

All doubts in the implementation, interpretation, and construction of the provisions of these Guidelines and the provisions of R.A. No. 10931 and its IRR relating to TES shall be resolved in favor of a deserving TES grantee and the optimized utilization of government resources in education.

SECTION 11. SEPARABILITY CLAUSE

Should any part of these Guidelines be declared unconstitutional or invalid, the other parts or provisions hereof not affected shall continue to be in full force and effect.

SECTION 12. REPEALING CLAUSE

Any provisions of the following issuances that are inconsistent with any provisions of these Guidelines are hereby amended, modified, or repealed accordingly:

1. UniFAST Memorandum Circular No. 04, series of 2018 or the Guidelines on the Implementation of TES for Filipino Students;
2. UniFAST Memorandum Circular No. 01, series of 2019 or the Guidelines on the TES Disbursements and Monitoring System for Private HEIs with Validated TES Grantees During the Transitory Period in Academic Year 2018-2019;



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3. CHED-UniFAST-DBM Joint Memorandum Circular No. 07, series of 2019 or the Guidelines on the Tertiary Education Subsidy (TES) Program Pursuant to Special Provision No. 03, CHED Budget on Republic Act No. 11260 Also Known as the General Appropriations Act of FY 2019;
4. CHED-UniFAST-DBM Joint Memorandum Circular No. 04, series of 2020 or the Enhanced Guidelines on the TES Program; and,
5. UniFAST Memorandum Circular No. 01, series of 2021 or the Supplemental Guidelines on the Disbursement of Additional Grants for Tertiary Education Subsidy (TES) Beneficiaries in Programs Requiring Professional License or Certification or TES-3B.

Further, all other existing Memorandum Circulars, memoranda, and orders contrary to or inconsistent with any of the provisions of these Guidelines are hereby repealed or modified accordingly. All other provisions not affected by this amendment shall remain in full force and effect.

SECTION 13. EFFECTIVITY CLAUSE

These guidelines shall take effect starting AY 2021-2022.

Approved by the UniFAST Board through UniFAST Board Resolution No. 2022-007 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
Unified Student Financial Assistance
System for Tertiary Education Board

Attested by:

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