

TULONG DUNONG PROGRAM GUIDELINES

Memorandum Circular No. 02 s. 2022

RATIONALE

Rationalize the requirements and streamline processes for the efficient implementation of the Tertiary Education Subsidy – Tulong Dunong Program (TES-TDP), and abide by the proviso under Special Provision No. 03 of Section 1.XXVIII.E. of Republic Act No. 11639 or the General Appropriations Act for Fiscal Year 2022.

APPLICATION PROCEDURES

For NEW APPLICANTS. The call for TDP-TES applications shall be issued within the first semester of each academic year together with the annual call for TES applications. Said call shall indicate a period of three (3) weeks and not more than four (4) weeks for the submission of lists of TDP-TES applicants and their documentary requirements. Beyond such a period, no application may be processed.

SECTION 2. Section 6.1 (Application Procedures)

1. Submission of Applicants
2. Initial Assessment
3. Updated List of Applicants/Replacements
4. Notice of Award
5. Submission of Billings
6. Processing of Disbursement

DOCUMENTARY REQUIREMENTS

- Annex 1 TDP Application Form
- Certificate of Registration or Enrollment
- Certificate of Indigency



Qualification Requirements

Any applicants for this grant must be a Filipino citizen with a combined household (parents/guardian) gross income which shall not exceed Four Hundred Thousand Pesos (PhP400,000.00) and may be classified as one of the following:

New TDP-TES Grantee must be enrolled in any first undergraduate degree in SUCs, CHED-Recognized LUCs, and Private HEIs that are in the CHED Registry of Programs and Institutions.

An Ongoing Grantee must be a TDP-TES beneficiary with a corresponding TES-TDP Award number and is currently enrolled in the present Academic year, in any SUCs, CHED-Recognized LUCs, and Private HEIs that are in the CHED Registry of Programs and Institutions.

(SECTION 1. Section 5 (Qualification Requirements) of UniFAST MC No. 2, series of 2021)



ADMINISTRATIVE SUPPORT COST

The Administrative Support Cost (ASC) of one percent (1%) of the total TDP-TES grants shall be equally shared by the CHED Regional Offices and the Higher Education Institutions.

GROUNDINGS FOR TERMINATION OF GRANTS

- Failure to confirm acceptance of the award within 15 calendar days from receipt of NOA;
- Failure to meet the admission and retention policies of the HEIs where they are enrolled;
- Failure to enroll a regular load per term, as determined and certified by his/her respective HEI;
- Grantees who fail to enroll for one (1) academic term with no leave of absence (LOA);
- Grantees who fail to enroll for at least two (2) academic terms within an academic year;
- Failure to secure approval from concerned CHEDRO on dropping out from school, deferment of the grant, or transferring to another program or HEI;
- Grantees suspended by their HEI for one (1) academic term or more;
- Grantees expelled from their HEI;
- Grantees who fail to complete their bachelor's or comparable undergraduate degrees a year after the period prescribed in their program;
- Grantees who have been found to have submitted falsified documents; and,
- Availment of multiple national government-funded assistance, except for Free Higher Education in SUCs and LUCs under R.A. 10931 or the Universal Access to Quality Tertiary Education Act.



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