



**MEMORANDUM CIRCULAR NO. 02**  
**Series of 2024**

**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 (PHEIs)  
OTHER CONCERNED STAKEHOLDERS

**SUBJECT:** 2024 REVISED GUIDELINES ON THE IMPLEMENTATION OF  
TERTIARY EDUCATION SUBSIDY (TES)

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**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 Revised Guidelines, hereinafter referred to as "Guidelines", to:

1. Reflect the necessary changes to TES policies approved by the Board; and,
2. Facilitate and expedite the validation and disbursement of grants to new and continuing TES grantees for the 1st semester of Academic Year 2024-2025 and onwards, thereby addressing bottlenecks in operations of the CHED Regional Offices.

**SECTION 1. COVERAGE**

1. These guidelines cover qualified students in Higher Education. The Guidelines of TES 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 (PHEIs) that have memorandum of agreement with CHED-UniFAST duly executed by the head of institution/campus, provided, that, all program offerings are at least covered by a Board Resolution for SUCs; Certificates of Program Compliance (COPCs) or at least a Report on the Result of Preliminary Assessment (RRPA) for new program offerings for CHED-Recognized LUCs with Institutional Recognition, and Government Recognition for Private Higher Education 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 Higher Education Institution;
2. **Academic year** refers to either two (2) semesters including a midyear term or three (3) trimesters;
3. **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;





4. **Leave of absence (LOA)** refers to the official withdrawal with intent to return, by a student of his or her enrollment prior to or during the academic term;
5. **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;
6. **TES-3a** refers to the additional allowance for a student with a disability for expenses related to the student's disability including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred;
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; and,
8. **Undergraduate post-secondary program** refers to a bachelor's degree or comparable undergraduate degree taken after high school.

### SECTION 3. STUDENT PRIORITIZATION

Prioritization for the allocation of new TES slots shall be in the following order, subject to availability of funds:

1. Students who are part of households included in the most updated Listahanan provided by the DSWD or the most updated standardized beneficiary-targeting system available and recognized by law, enrolled in SUCs, CHED-Recognized LUCs, or Private Higher Education Institutions including PNSLs, ranked according to household per capita income;
2. Students who are part of households included in the Pantawid Pamilyang Pilipino Program (4Ps), based on the list to be provided by the Department of Social Welfare and Development (DSWD), ranked according to household per capita income for all SUCs, LUCs, and, Private Higher Education Institutions including PNSLs; and,
3. Should there be remaining slots, other poor students in Private Higher Education Institutions in cities or municipalities with no SUCs or LUCs (PNSL) not included in the 1st and 2nd prioritization categories.

### SECTION 4. AMOUNT OF SUBSIDY

Without prejudice to the power of the UniFAST Board to administer TES, including the determination of the amount of subsidy based on the annual budgetary appropriation for this purpose, the amount of subsidy beginning 1<sup>st</sup> semester AY 2023-2024 shall be as follows:

1. TES grantees enrolled in private Higher Education Institutions shall receive Thirteen Thousand Five Hundred Pesos (PhP13,500.00) per semester or Twenty-Seven Thousand Pesos (PhP27,000.00) per academic year.
2. TES grantees enrolled in SUCs and LUCs shall receive Ten Thousand Pesos (PhP10,000.00) per semester or Twenty Thousand Pesos (PhP20,000.00) per academic year.
3. For both private and public Higher Education Institutions, qualified TES Grantees who are persons with Disabilities (PWDs) shall receive TES-3a or an additional subsidy of five thousand pesos (PhP 5,000.00) per semester or Ten Thousand Pesos (PhP 10,000.00) per academic year.
4. For both private and public Higher Education Institutions, qualified TES graduates in courses requiring licensure examinations shall receive TES-3b or a maximum one-time reimbursement of Eight Thousand Pesos (PhP 8,000.00) to cover the full or partial cost of taking the said licensure examinations.
5. The amount of subsidy of the remaining old cohort of grantees mentioned in Section 4. Continuing TES Grantees for 2nd Semester AY 2022-2023 of UniFAST MC No. 05, series





of 2023 shall remain unchanged.

The UniFAST Board pursuant to its powers under the law and the implementing rules and regulations may adjust the rates of subsidy subject to availability of funds and annual appropriations for this purpose.

## **SECTION 5. GROUNDS FOR A STUDENT TO BE INELIGIBLE TO TES**

### **A. For new applicants:**

1. Foreign citizens;
2. Non-students;
3. Students enrolled in Higher Education Institutions 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), CHED Scholarship Programs (CSPs), and national government-funded StuFAPs, except students who are recipients of any one-time grant or subsidy such as but not limited to Assistance to Individuals in Crisis Situation (AICS) of DSWD and CHED-SMART;
6. For student-applicants under the PNSL category, those who are not residing in the city or municipality where the Higher Education Institution 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 Higher Education Institution for one (1) academic term or more;
4. Students expelled from their Higher Education Institution;
5. Students who fail to qualify under the admission and retention requirements of their Higher Education Institution, as certified by the Higher Education Institution;
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 Higher Education Institutions other than SUCs; and
8. Applicants who submitted falsified documents.

## **SECTION 6. DURATION OF ELIGIBILITY**

The eligibility period for TES grantees begins in the year the TES award number is issued. This period is equivalent to the standard duration of the degree program, as prescribed in the curriculum, with an additional one-year grace period. The academic years during which the student has availed of the TES shall be deducted from the remaining eligibility duration.

### **1. Grantee files for a Leave of Absence (LOA)**

The period of the LOA, during which no grant is disbursed, is excluded from the computation of the grantee's eligibility period. Consequently, the grantee's eligibility to the program is temporarily suspended during the LOA.

### **2. Transferee Grantee**





For grantees who shift or transfer to a different program, the duration of eligibility will remain based on the original program in which they were initially enrolled, plus one (1) academic year as a grace period:

- **Transfer to a program of equal duration:** The eligibility period will remain aligned with the original program's required number of years for completion, plus a one-year grace period.
- **Transfer to a program of longer duration:** The eligibility period will still be determined by the original program's required years for completion, plus a one-year grace period, regardless of the extended duration of the new program.
- **Transfer to a program with shorter duration:** The eligibility period will be adjusted to the new program's required years for completion, plus a one-year grace period.

## SECTION 7. APPLICATION PROCEDURES

### 1. Issuance of Call for Applications:

The UniFAST Secretariat will issue a memorandum within the first semester of each academic year, detailing the application period and uploading requirements for Higher Education Institutions through the UniFAST portal. The UniFAST Secretariat, through the Executive Director, may also issue a call for application in the 2nd semester as may be necessary to fully utilize the allocation for TES.

### 2. Higher Education Institution Submission of Enrolled Students Applicant List:

Higher Education Institutions must prepare and review the list of enrolled grantees to avoid duplication. The final list, using **Annex 1**, should be uploaded to the UniFAST portal with a specified deadline for each region. The UniFAST Secretariat may extend the application period, as needed.

### 3. Processing Applications:

After the application period ends, the UniFAST Central Office will match student applicants based on the prioritization criteria in **Section 3**. A list of qualified applicants will then be endorsed to the CHED Regional Offices for validation.

Applications for TES shall in no way be construed as automatic eligibility and qualification, as the same is subject to validation and availability of funds.

## SECTION 8. VALIDATION AND VERIFICATION OF QUALIFIED APPLICANTS AND CONTINUING TES GRANTEES

### A. VALIDATION OF QUALIFIED APPLICANTS (NEW GRANTEES)

#### 1. Nationwide Assessment Results:

The UniFAST Secretariat releases the list of qualified applicants and announces the start of the validation and verification process.

#### 2. Submission of Documentary requirements:

The Higher Education Institution or the qualified applicant submits all necessary documents to the CHED Regional Offices (CHEDROs) *based on the documentary requirements mentioned in Section 9.B of these Guidelines*.

#### 3. CHED Regional Offices Validation and Verification:

CHED Regional Offices (CHEDROs) validate and verify the documents submitted by Higher Education Institution or qualified applicant to ensure compliance with UniFAST program standards.





**4. Review by UniFAST Secretariat:**

After the CHEDRO completes the validation, the UniFAST Secretariat conducts a final review of the results, checking for any discrepancies or duplication.

**5. Preparation of Certification, Masterlist, and Disbursement:**

The UniFAST Secretariat issues a memorandum to the CHEDROs with instructions for preparing **Annex 4: Certification of Validated Grantees** and the master list and documentary requirements for billing *based on the documentary requirements mentioned in Section 10.A and B of these Guidelines.*

**B. VALIDATION OF CONTINUING TES GRANTEES.** Continuing TES grantees, including returning grantees and transferees, shall be validated and verified by the UniFAST Regional Coordinators to be continuously eligible to TES based on the documentary requirements stated in Section 9.C. of these Guidelines.

## SECTION 9. DOCUMENTARY REQUIREMENTS

### A. FOR APPLICATION

Based on the call for TES applications by the UniFAST Secretariat, the HEIs must submit Annex 1: Enrolled Students Applicant List to the UniFAST portal.

### B. FOR QUALIFIED APPLICANTS (New Grantees):

HEIs must submit the following during the period for submission of documentary requirements to their respective CHED Regional Offices:

1. Annex 5: Forms 1, 2 and 3;
2. Notarized Registrar's Certificate; and,
3. Certificate of Registration/Enrolment (CORs/COEs) (pdf copy)

In cases where a HEI fails to submit the required documentary requirements of a grantee, the said grantee may directly submit the documents to the respective CHEDRO:

1. Certificate of Registration/ Certificates of Enrollment (PDF copy)
2. Identification Card of the student with a specimen signature, or any government-issued ID with specimen signature (pdf copy)

Additional Requirements for:

1. Persons with disabilities (PWD). PWD identification card issued by the Persons with Disability Affairs Office (PDAO) of a student's city or municipality (PDF copy)
2. Qualified applicants from PNSL not covered by the 1st and 2nd prioritization categories (Listahanan and other poor/4Ps), the UniFAST Secretariat will rank applicants based on income per capita. The following documents are required:
  - a. Income Documents (any of the following):
    - 1) Latest contract or proof of income for Overseas Filipino Workers (OFWs) and seafarers;
    - 2) Employment contract, payslips, Income Tax Return (ITR), or Bureau of Internal Revenue (BIR) Form 2316 for fixed-income earners; or
    - 3) BIR Certificate of Tax Exemption, or a Case Study from a licensed Social Welfare and Development Officer for informal sector income earners.

**b. Certificate of Residency:**

A certificate signed by the Punong Barangay stating the student's full name, address, and date of issuance. Alternatively, a valid government-issued ID (e.g., National ID, LGU ID, Passport, etc.) showing the student's name and address can be submitted.





## C. FOR CONTINUING GRANTEEES

### Submission of requirements by:

#### I. Higher Education to CHEDRO. HEIs must submit the following during the period for submission of documentary requirements to their respective CHEDROs:

1. Annex 2: Form 1, 2 and 3;
2. Notarized Registrar's Certificate; and,
3. The Enrollment List (EL), certified by the school registrar and/or attested by the school head of the respective Higher Education Institution, submitted to the CHEDRO in both PDF and Excel formats. Alternatively, a Certificate of Registration (COR) or Certificate of Enrollment (COE) in PDF format.

*In case the grantee is not included in the EL, the HEI must submit the Copy of Certificate of Registration/ Certificates of Enrollment (PDF)*

4. Additional Documentary Requirements for Continuing grantee:  
**RETURNING GRANTEE** after taking a leave of absence (LOA) for one academic term must submit:
  - a. Certificate of Registration/ Certificates of Enrollment (PDF copy)
  - b. Leave of Absence- previously submitted to the HEI (PDF copy)

**TRANSFEREE GRANTEE** shall provide the following documents to the current HEI enrolled in:

- a. Certificate of Registration/Enrollment (Previous Semester) (PDF copy);
- b. Certificate of Registration/Enrollment (Current Semester) (PDF copy);
- c. Certificate of Residency (pdf copy) as an additional requirement (only for PNSL transferee)

#### II. Grantee to CHEDRO. If an HEI fails to submit the required documentary requirements of a grantee, the said grantee may directly submit the documents to the respective CHEDRO:

1. Certificate of Registration/ Certificates of Enrollment (PDF copy)
2. Identification Card of the student with a specimen signature, or any government-issued ID with specimen signature (pdf copy)
3. In cases of:
  - a. Returning grantee- Leave of Absence (LOA)- previously submitted to the HEI (PDF copy)
  - b. Transferee grantee - Certificate of Residency and Certificate of Registration/Enrollment (Previous Semester) (PDF copy)

## D. FOR AVAILMENT OF TES-3B:

Reimbursements for TES-3b shall be based on actual claims and shall in no way exceed the amount as determined by the UniFAST Board. Unless otherwise provided by the UniFAST Board, TES-3b shall be claimed within two (2) fiscal years after the date of the grantee's graduation.

Eligible grantees **must** submit the following documents:

1. Letter of availment for TES-3b addressed to the CHED Regional Office, containing a summary list of allowable expenses with their corresponding actual amount and official receipt, invoice or any official document as proof of payment; and,





## 2. Licensure examination form

Any of the following documents may be submitted:

1. Official Receipt (OR) or invoice for licensure examination fees;
2. OR or invoice for notarial fees;
3. OR or invoice for Review Center fees;
4. OR or invoice for insurance premium fees;
5. OR or invoice for issuance of Transcript of Records and Certificate of Good Moral Character;
6. OR or invoice 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 or invoice of other entities or institutions for expenses necessary to comply with the requirements for licensure examinations.

**E. Additional Documents for Further Verification.** For further verification of authenticity of documents, the CHEDRO may require the submission of other documents.

## SECTION 10. BILLING AND DISBURSEMENT

CHEDRO processes the documents submitted by HEI or grantee during the validation process, which will serve as the required documentation for billing and disbursement. Only grantees included in the master list shall be eligible for payment. The following forms shall be used:

### I. BILLING:

#### A. Higher Education Institutions (HEIs):

Billing forms

1. Annex 2 (Form 1 and 2): Continuing Grantees- TES grants and management fee (1%)
2. Annex 5 (Form 1 and 2): Qualified Applicants (New Grantees)- TES grants and management fee (1%)

#### B. Individual Grantees (Direct Disbursement):

1. Certificate of Registration/ Certificates of Enrollment (PDF copy)
2. Identification Card of the student with a specimen signature, or in case of submission of a certificate of non-issuance of ID by the Higher Education Institution, a copy of the same certification, and any government-issued ID with specimen signature (pdf copy).

### II. DISBURSEMENT

**A.** Disbursement of grants to qualified and validated grantees shall be through any of the following modes: (1) Payment from Higher Education Institutions to grantees or (2) Direct payment from CHED Regional Offices to grantees. Further, CHED Regional Offices and Higher Education Institutions may adopt any of the following payment methods to ensure timely distribution of benefits to the grantees:

- (a) Direct cash or check payouts to grantees;
- (b) Bank transfer or LDDAP-ADA; or
- (c) Money remittance or Electronic wallet.

**B.** HEIs must release all funds to grantees for the payment of TES, TES-3a, and TES-3b within 30 calendar days upon receipt of funds. Failure to disburse said funds will result in the non-release of Management Fee until such time that the funds are fully disbursed. The



CHEDRO shall notify the concerned HEI on the withholding of the management fee. Repeated delay or non-release of TES to students shall be a ground for termination of the MOA with the Higher Education Institution as stated in Section 12 of these Guidelines.

**C.** Higher Education Institutions must maintain a separate bank account with the Land Bank of the Philippines, for proper account management of TES.

**D.** Higher Education Institutions must issue official receipts for every amount received from the CHEDRO in relation to the implementation of TES.

**E.** Higher Education Institutions must revert to the Cashier of the CHED Regional Offices any excess fund transfers, if applicable.

**F.** In the event that a TES grantee is validated as eligible but unable to personally claim the grant, representative-claimants must submit the following documents to either the CHEDRO or the Higher Education Institution (HEI) where the funds have been transferred:

1. Copy of the validated grantee's ID;
2. Signed authorization letter from the grantee; and
3. Government-issued IDs of the claimant.

For deceased grantees, the following documents shall be submitted to either the CHEDRO or the HEI where the funds has been transferred:

1. Annex 6: Claim Form;
2. Death Certificate of the grantee; and,
3. Government-issued IDs of the claimants

**G.** As a general rule, all CHEDROs are enjoined to disburse funds to the Higher Education Institutions using the Advice to Debit Account (ADA) under DBM Circular Letter No. 2018-14 dated December 28, 2018.

## **SECTION 11. MANAGEMENT FEE**

1. A Management Fee (MF) of 1%, previously referred to as Administrative Support Cost (ASC), will be applied to the total TES amount for students enrolled in participating Higher Education Institutions (HEIs). This fee will be disbursed directly to the Higher Education Institution along with the TES Grants by the CHED Regional Office and will be reflected in the same validation and billing forms (Annex 2 for Continuing Grantees and Annex 5 for Qualified New Grantees).

The Management Fee is allocated to cover administrative expenses related to the processing and disbursement of TES funds. To ensure accurate disbursement and liquidation, Higher Education Institutions must comply with the following requirements:

- For Disbursement: Submit the original copy of the Official Receipt upon receiving the TES amount.
  - For Liquidation purpose: Provide a PDF copy of the Official Receipt.
2. In cases where billings and disbursements for TES grantees are directly processed by the CHEDRO, the Management Fee shall accrue to the CHEDRO to defray the cost of processing and disbursement of the TES grantees.







## SECTION 12. LIQUIDATION

To ensure proper reporting on the release and utilization of TES funds, SUCs, CHED-Recognized LUCs, and Private Higher Education Institutions must prepare and submit the required liquidation documents to the CHED Regional Offices within **90 calendar days** from the receipt of funds:

(a) Fund Utilization Report (FUR) (original copy);

**For SUCs and CHED-Recognized LUCs:**

The FUR must be duly certified by the Accountant and/or Vice President for Finance, verified or audited by the State Auditors of the Commission on Audit, and approved by the President/Head.

**For Private Higher Education Institutions:**

The FUR must be duly certified by the Accountant and/or Vice President for Finance, verified or audited by a general administration and support unit other than the Internal Audit Service or Internal Audit Unit (or its equivalent), and approved by the President/Head.

(b) Official receipt of Management Fee (pdf copy);

(c) Proof of Grants Receipt using following payment methods with reference to *Section 10.II. Disbursement.*

- a. Direct cash or check payouts to grantees
  - Original or Certified true copy of General Payroll or Disbursement Voucher
  - Identification Card of the student with a specimen signature, or any government-issued ID with specimen signature (pdf copy)
- b. Bank transfer
  - Certified true copy of the Disbursement Voucher (DV) issued to the disbursing bank.
  - Certified true copy of the Payroll Register/Payroll Proof List or any equivalent document confirming the transfer
  - Certified true copy of the Official Receipt with bank validation, or a certified true copy of the Letter of Instruction to the Branch Head/ADA with bank validation.
- c. Money remittance or Electronic wallet  
Grantees prepare and submit the following documents to the Higher Education Institution:
  - Letter request (email is also acceptable) from the grantee stating the preferred mode of payment/remittance including the account details (PDF copy)
  - Electronic Confirmation Receipt or official receipt (PDF copy)

Any subsequent fund releases for SUCs, CHED-Recognized LUCs, and Private Higher Education Institutions shall be withheld pending the submission of the herein required liquidation report. Any unused funds should be returned to CHEDROs together with the liquidation report.

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 13. SANCTIONS AND PENALTIES**

After proper procedures were undertaken to conduct a 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 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 to implement the TES, without prejudice to any measures that may be undertaken by the UniFAST Board to maintain the TES availment of said Higher Education Institution's qualified continuing TES grantees;
2. Upon deliberation of the UniFAST Board, termination of the MOA for fraud, repeated non-liquidation of funds, and unjust withholding of TES;
3. Recommendation to the CHED *En Banc* to impose particular sanction to the Higher Education Institution 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, filing of criminal, civil or administrative case against the erring official of the Higher Education Institution, when warranted;
5. Such other penalties or sanctions may be approved by the UniFAST Board.

### **SECTION 14. PARTICIPATION TO MONITORING AND EVALUATION ACTIVITIES, ADVOCACY PROMOTIONS AND TRANSPARENCY INITIATIVES**

The Secretariat and CHED Regional Offices, in coordination with the UniFAST Board Members, and other institutions or entities shall regularly conduct monitoring and evaluation activities, advocacy 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 Higher Education Institutions and TES grantees. All participating Higher Education Institutions shall participate in all monitoring and evaluation activities, advocacy promotions and transparency initiatives (on-site liquidation, ceremonial and actual payout of TES grants to students).

### **SECTION 15. 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.

### **SECTION 16. 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 17. REPEALING CLAUSE**

The following provisions are hereby repealed:

1. UniFAST MC No. 01, series of 2022;





2. Section 2. General Principles, No. 3, 4, 5, 6, 7, 8, and 9 of UniFAST MC No. 3, series of 2023; and,
3. Sections 3 and 4 of UniFAST MC No. 3, series of 2023.

Further, all other existing issuances, memorandum circulars, orders, and memoranda that are contrary to or inconsistent with any of the provisions of this Memorandum Circular shall be deemed repealed or modified accordingly. All other provisions not affected by this amendment shall remain in full force and effect.

#### **SECTION 18. EFFECTIVITY CLAUSE**

These guidelines shall take effect starting the 1<sup>st</sup> Semester of AY 2024-2025.

Approved by the UniFAST Board through UniFAST Board Resolution No. 2024-031 issued in its 47<sup>th</sup> Regular Meeting on October 8, 2024.

Signed this 9<sup>th</sup> of October, 2024.

**UniFAST Board:**

**J. PROSPERO E. DE VERA III, DPA**  
*Chairman*  
Commission on Higher Education and  
Unified Student Financial Assistance  
System for Tertiary Education (UniFAST)  
Board



**Attested by:**

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