



**MEMORANDUM CIRCULAR NO. 03
Series of 2024**

TO : COMMISSION ON HIGHER EDUCATION (CHED)
CENTRAL AND REGIONAL OFFICES
STATE UNIVERSITIES AND COLLEGES (SUCs)
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES
PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs)
UniFAST SECRETARIAT

SUBJECT : REVISED GUIDELINES ON THE IMPLEMENTATION OF THE
TULONG DUNONG PROGRAM UNDER UAQTEA FOR STATE
UNIVERSITIES AND COLLEGES, CHED-RECOGNIZED LOCAL
UNIVERSITIES AND COLLEGES AND PRIVATE HIGHER
EDUCATION INSTITUTIONS

RATIONALE

These Revised Standardized Guidelines are issued in order to:

1. Ensure that appropriations for Tulong Dunong Program (TDP) are properly administered and implemented according to its purpose;
2. Establish uniform set of rules for the implementation of the Tulong Dunong Program (TDP) under UAQTEA for all higher education institutions;
3. To reflect the necessary amendments to the Tulong Dunong Program policies as approved by the UniFAST Board; and
4. Facilitate and expedite the validation and disbursement of grants to new and continuing TDP grantees for the 2nd semester of Academic Year 2023-2024 and onwards, thereby addressing the bottlenecks in the operations in the CHED Regional Offices

Section 1. QUALIFICATION REQUIREMENTS

An applicant for this grant must be a Filipino citizen and may be classified as any one of the following:

1.1 **NEW TDP APPLICANTS.** New TDP applicants must be enrolled in any first undergraduate degree in SUCs, CHED-Recognized LUCs or Private HEIs that are in the CHED Registry of Programs and Institutions and with Memorandum of Agreement (MOA) with CHED-UniFAST.

1.2 **CONTINUING TDP GRANTEE.** A continuing grantee must be a TDP beneficiary in the previous semester or academic year with a corresponding TDP Award number and is currently enrolled in the present semester of an Academic year, in any SUCs, CHED-Recognized LUCs or Private HEIs that are in the CHED Registry of Programs and Institutions and with Memorandum of Agreement (MOA) with CHED-UniFAST.

Section 2. APPLICATION PROCEDURES

2.1 **APPLICATION FOR NEW TDP GRANT.** The call for applications shall be issued within the first or second semester of each academic year. Said call shall include the submission of initial list of TDP applicants and their documentary requirements. When necessary, the UniFAST Secretariat, through the Office of the Executive Director, may



extend the submission of applications and documentary requirements. New Applicants must submit an accomplished TDP Application Form to partner implementers through the UniFAST Central Office, in any CHED Regional Offices or in their respective HEIs.

2.2 VALIDATION OF CONTINUING TDP GRANTEES. Continuing TDP Grantees, except those who transferred to other HEIs, shall not be required to re-apply but shall be validated and verified under Section 3.2 of this guidelines.

Section 3. DOCUMENTARY REQUIREMENTS

3.1 NEW TDP applicants shall submit the TDP Application form together with the Original/Certified True Copy or electronically-generated copy of the Certificate of Enrollment (COE) or Certificate of Registration (COR) and original copy of Certificate of Indigency issued by the Punong Barangay where the applicant resides. *In cases only when the Certificate of Indigency cannot be secured, Certificate of Tax Exemption or Social Case Study issued by a registered Social Worker may be submitted.*

3.2 The Enrollment List (EL) as required under Section 86 of CMO no. 40 Series of 2008 for Private Higher Education Institutions (PHEIs) and under CMO no. 30 Series of 2009 for State Universities and Colleges (SUCs) and CHED-Recognized Local Universities and Colleges (LUCs), certified by the school registrar and/or attested by the school head of the respective HEI submitted to the respective CHED Regional Office shall be the basis for validation of CONTINUING TDP Grantees.

3.3 Documentary Requirements for returning TDP grantees and TDP transferees shall be governed by the provisions of 6.4 and 6.5 hereof.

Section 4. TDP GRANT AMOUNT

A TDP grantee shall receive the amount of **Seven Thousand Five Hundred Pesos (Php 7,500.00)** per semester or **Fifteen Thousand Pesos (Php15,000.00)** per academic year, unless otherwise provided by the UniFAST Board.

Section 5. MANAGEMENT FEE

5.1 To cover the administrative expenses for the processing and disbursement of the TDP grants of the qualified students, there shall be a management fee, previously referred to as administrative support cost (ASC), of one percent (1%) of the total TDP of the students of the HEI equivalent to Php75.00 per student per semester or Php150.00 per Academic year. The management fee of 1% shall be on top of the TDP grant of the students and shall be divided equally between the HEI where the student is enrolled and the CHED Regional Office with jurisdiction over the HEI and TDP grantee.

5.2 The Management Fee shall be disbursed by the CHED Regional Office to the HEI and the HEI shall only issue an Official Receipt for the purpose of liquidation of the same.

5.3 In cases when the HEI have not submitted the complete liquidation report of the TDP grants of the students, the CHED Regional Office may withhold the disbursement of the Management Fee until the complete liquidation report shall have been submitted to the CHED Regional Office concerned.

5.4 The rules on liquidation on ASC of TDP is hereby repealed accordingly.

Section 6. VALIDATION AND VERIFICATION



6.1 VALIDATION OF NEW TDP APPLICANTS. The UniFAST Central Office shall conduct initial assessment and verify that the applicants have all the necessary requirements and qualifications to qualify for the Tulong Dunong Program. Thereafter, the UniFAST Central Office shall endorse list of applicants through the portal to the CHED Regional Offices for validation. Finally, the CHED Regional Offices shall endorse the said masterlist to the respective HEIs for checking and billing purposes. The UniFAST Central Office and the CHED Regional Office shall both check that applicants have no existing nationally-funded government student financial assistance programs (StuFAPs) and shall refer to the manual of operation of the program. In lieu of the requirement for a maximum load per semester, the maximum residency rule shall be strictly imposed.

6.2. VALIDATION OF CONTINUING TDP GRANTEES. Ongoing or Continuing TDP grantees shall be validated by the CHED Regional Offices using the Enrollment List and Promotion Report (ELPR), as certified by the school registrar and attested by the school head and submitted by HEIs to the CHED Regional Offices. In lieu of the requirement for a maximum load per semester, the maximum residency rule shall be strictly imposed.

6.3 RETURNING STUDENTS. For CONTINUING Grantees who returns to school after failing to enroll for one academic term but have submitted their respective LOAs, said grantee shall be included in the ELPR to be submitted by the HEI with an attached certified electronically generated COR or COE as proof of enrollment and a certified copy of their submitted LOAs.

6.4 STUDENT TRANSFERREES. For CONTINUING TDP Grantees that are transferees from other HEIs, said grantee shall be included in the ELPR to be submitted by the HEI with an attached certified electronically generated COR or COE as proof of enrollment. Continuing TDP grantees shall only transfer to any SUC, CHED-Recognized LUC or any PHEI that are in the CHED Registry or Programs and Institutions.

Section 7. BILLING, DISBURSEMENT PROCESS AND ISSUANCE OF NOTICE OF AWARD

7.1 Upon receipt of the billing forms from the HEIs, the CHED Regional Office shall prepare the Obligation Request and Status (ORS), in order to release the TDP benefits through the respective HEIs. The Management Fee shall be billed based from the TDP grants of the students.

7.2 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. In cases allowed by the UniFAST Board through the Office of the Executive Director, other modes of payment and disbursement may be resorted to, including but not limited to, individual payouts to students.

7.3 HEIs notifies qualified applicants and requires them to sign the individual Notice of Award (NOA) before they disburse the grants to the qualified grantees.

Section 8. LIQUIDATION PROCEDURE

8.1 For proper liquidation of funds transferred to SUCs, CHED-Recognized LUCs or Private HEIs, the HEI concerned shall submit to the CHED Regional Office within 90 days from receipt of funds, the following documents:



- a. **Fund Utilization Report (FUR)** duly certified by Accountant and/or the Vice President for Finance, duly certified by the internal/external auditor and approved by the President or administrator of the HEI;
- b. An **Official Receipt**, signed by the Finance Officer or Authorized Official of the HEI, as the sole document as proof of receipt and to liquidate the corresponding Management Fee (MF);
- c. **General Payroll** duly signed by the recipients of TDP;
- d. If disbursed through alternative modes, RCI for TDP, signed by the Cashier if released through check; payroll register, if released through bank; or transaction receipt, if released through other alternative modes (GCash, Paymaya, money transfer, etc.)
- e. Photocopy of Identification card of the student with three (3) 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. In case where the student cannot claim personally the TDP grant, the student shall issue an authorization letter to a parent or nearest kin with the attached photocopy of the ID with three (3) specimen signature of the grantee and the ID with three specimen signature of the authorized relative to claim the TDP grant.

8.2 Any subsequent fund releases of the Management Fee shall be withheld pending the submission of the herein required liquidation report.

8.3. The TDP grant of the student shall be received by the grantee or his/her authorized representative within thirty (30) days upon receipt of the funds by their respective HEIs. Any TDP grant not received by the grantee within 90 days upon receipt of the HEIs, in cases where the TDP grantee cannot be located, shall be returned to the CHED Regional Office.

Section 9. GROUNDS FOR TERMINATION OF GRANTS

The following shall be grounds for termination of grants:

- 9.1 Failure to meet the admission and retention policies of the HEI where the grantee is enrolled;
- 9.2 Failure to enroll for one (1) academic term with no leave of absence (LOA);
- 9.3 Failure to enroll for at least two (2) academic terms within an academic year;
- 9.4 Failure to submit information to the concerned CHEDRO on dropping out from school, deferment of the grant, or transferring to another program or HEI;
- 9.5 Suspension of grantee by his/her HEI for one (1) academic term or more;
- 9.6 Expulsion of the grantee from the HEI;
- 9.7 Failure to complete their bachelor's or comparable undergraduate degree a year after the period prescribed in their program pursuant to the maximum residency rule;
- 9.8 Grantee who have been found to have submitted falsified document/s;
- 9.9 Availment of multiple national government-funded financial assistance programs, except for Free Higher Education in SUCs and LUCs under RA 10931 or the Universal Access to Quality Tertiary Education Act. Further, as provided by the UniFAST Board, any student who is a recipient of any one-time grant or subsidy such as Assistance to Individuals in Crisis Situation (AICS) of DSWD, Student Monetary Assistance for Recovery and Transition (SMART) or the like, shall be eligible to apply for the TDP or shall not be delisted as continuing TDP Grantee, provided that continuing grantees shall



not receive TDP and SMART grants on the same semester. In no way shall the grantee receive both TDP grant and SMART grant at the same semester. Continuing TDP grantees shall continue to receive his/her TDP grant in the succeeding semester up to the allowed duration pursuant to the Maximum Residency Rule.

Section 10. SANCTION FOR VIOLATIONS OF THE GUIDELINES

Any violation of these guidelines shall be dealt with in accordance with applicable laws, including but not limited to termination of the Memorandum of Agreement (MOA) with the erring partner HEI.

Section 11. RESOLUTION OF ISSUES

All doubts in the implementation, interpretation, and construction of the provisions of these Guidelines shall be resolved in favor of a deserving student and the optimized utilization of government resources.

Section 12. SEPARABILITY CLAUSE

If any part or provision of these guidelines 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.

Section 13. REPEALING CLAUSE

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.

Section 14. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

Approved by the UniFAST Board through Board Resolution No. 2024-031 issued in the Board's 47th Regular Meeting on October 8, 2024.

Signed on NOV 14 2024

UniFAST Board:

J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education and
the UniFAST Board

Attested by:

ATTY. RYAN L. ESTEVEZ, DPA
OIC Executive Director IV
UniFAST Secretariat