



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

Ground Floor, Philippine Social Science Council Bldg, Commonwealth Avenue, Diliman Quezon City
 Tel No. 9229630 Email. unifastsecretariat@ched.gov.ph



Memorandum Circular No. 2018-0001
March 26, 2018

TO: COMMISSION ON HIGHER EDUCATION (CHED)
DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)
DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)
PHILIPPINE STATE UNIVERSITIES AND COLLEGES (SUCs)
LOCAL UNIVERSITIES AND COLLEGES (LUCs)

FROM: UniFAST Governing Board

SUBJECT: GUIDELINES FOR THE EXPANDED STUDENTS' GRANTS-IN-AID PROGRAM FOR POVERTY ALLEVIATION (ESGP-PA) COVERED UNDER THE UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION LAW (R.A.10931) THROUGH TERTIARY EDUCATION SUBSIDY (TES) DURING ITS TRANSITORY PERIOD

1.0 Rationale

Pursuant to Section 7 of R. A. 10931 known as the “Universal Access to Quality Tertiary Education Act”, a Tertiary Education Subsidy (TES) for Filipino Students has been established for all Filipino students who shall enroll in undergraduate-post-secondary programs of State Universities and Colleges (SUCs), CHED-Recognized Local Universities and Colleges (LUCs), private Higher Education Institutions (HEIs) and all Technical Vocational Institutions (TVIs). The same section provides that: “The TES shall be administered by the UniFAST Board and the amount necessary to fund the TES shall be included in the budgets of the CHED and the TESDA. *Provided*, that prioritization shall be given to students in the following order: (a) students who are part of households included in the Listahanan 2.0, ranked according to the estimated per capita household income; and (b) students not part of the Listahanan 2.0, ranked according to estimated per capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board: *Provided, further*, that such prioritization shall not apply to Filipino students in cities and municipalities with no existing SUC or LUC campus”.

Pursuant to Section 59 of the Implementing Rules and Regulations (IRR) of R.A. 10931 known as the “Universal Access to Quality Tertiary Education Act”, particularly the harmonization of nationally-funded Grants-in-Aid programs, the





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Tertiary Education Subsidy or TES shall serve as the national grants-in-aid program, and redundant and / or ineffective programs shall be subsumed by the TES mechanism.

The Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGP-PA) is an existing joint program of the Commission on Higher Education (CHED), Department of Social Welfare and Development (DSWD), Department of Budget and Management (DBM) and the Department of Labor and Employment (DOLE). As stipulated in the CHED-DBM-DSWD-DOLE Joint Memorandum Circular No. 01 dated June 23, 2016 regarding the ESGP-PA program coverage, "the ESGP-PA shall eventually be under the umbrella of Republic Act (RA) 10687, otherwise known as "Unified Student Financial Assistance System for Tertiary Education (UniFAST) Act" which covers "all existing modalities of Student Financial Assistance Programs (StuFAPs) for Tertiary Education and Special Purpose Education Assistance in both public and private institutions". **Consequently, under both R.A. 10687 and R.A. 10931, the continuing ESGP-PA student-grantees are considered to be included and covered by R.A. 10931 through the TES program.** The program-specific guidelines has been developed by the UniFAST Secretariat and approved by the UniFAST Governing Board in Resolution No. 2018-018.

In this regard, these guidelines for the Expanded Students Grants-in-Aid Program for Poverty Alleviation (ESGP-PA) is covered under Section 7 of RA 10931, Section 59 of the IRR of R.A. 10931 and CHED-DBM-DSWD-DOLE JMC-2016-01 as previously discussed. The ESGP-PA is considered to be included and covered under R.A. 10931 through TES.

2.0 Coverage

Continuing ESGP-PA grantees who are currently enrolled in State Universities and Colleges (SUCs) in course offerings aligned with the priorities of the government based on current supply and demand situation in the labor markets are considered to be entitled to the following amount of subsidy as per Section 24 (b.1) in the IRR of R.A. 10931, as follows:

- (b) "The TES benefits awarded to qualified students shall correspond to the institution and programs they are enrolled in.
(1) For students enrolled in SUCs and LUCs under programs covered in Section 22(a) of the IRR, they shall be entitled to:
a. TES-2; and
b. TES-3, if necessary."





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Section 24 (a) refers to the following:

- (2) TES 2 TES for education-related expenses as defined in (b) to (c) of Section 7 of the Act, referred to as “TES-2” hereinafter; and
- (3) TES for expenses defined in (d) and (e) of Section 7 of the Act, referred to as “TES-3” hereinafter.

Thus, “during this transitory period, the UniFAST Board shall issue TES guidelines that takes into consideration the welfare of beneficiaries of StuFAPs affected by the implementation of the TES, as well as other high-priority sectors of society.”

3.0 Allocation for ESGP-PA in Tertiary Education Subsidy of R.A. 10931

Two Billion Five Hundred Million Pesos (PhP 2,500,000,000) of the Tertiary Education Subsidy (TES) has been earmarked to be allocated to the continuing ESGP-PA grantees for Academic Year 2018 - 2019. As expressly provided under Section 7 of R.A. 10931, the said amount will be used for the tertiary education of poor but deserving students belonging to indigent household under the National Housing Targeting System for Poverty Reduction (NHTS-PR) identified by the Department of Social Welfare and Development (DSWD) or informal sector families, and others provided therein.

4.0 Financial benefits

4.1 Tertiary Education Subsidy Grant to ESGP-PA student grantees

A student-grantee shall be entitled to a maximum of Forty Thousand Pesos (PhP 40,000.00) as grant per academic year or Twenty Thousand (PhP 20,000.00) as grant per semester. The grant is intended to cover academic and extra-curricular expenses, purchase of textbooks, board and lodging, transportation, clothing, admission / entrance fees, health and other valid related education expenses and support services to complete the student-grantee’s degree program.

Particulars	UniT Cost (PhP)	Total Cost / Year (PhP)
1. Textbook / other learning materials	PhP 2,500 / semester	PhP 5,000.00
2. Stipend (to include food, lodging, clothing, transportation, health/ medical needs, basic school supplies and other related costs)	PhP 3,500.00 per month for 10 months	PhP 35,000.00
TOTAL		PhP 40,000.00





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5.0 Administrative and Miscellaneous Cost

Three percent (3%) Administrative and Miscellaneous Cost (AMC) for SUCs / LUCs shall cover activities such as monitoring, office supplies and materials, hiring of project technical staff/s or job order, communication, transportation / travel, information technology (IT) equipment, remedial / mentoring program and meetings /orientation / general assembly.

6.0 Funding

6.1 Release of funds to SUCs / LUCs

The basis for the release of funds to SUCs / LUCs will be the billing that the SUCs and LUCs will send to UniFAST duly approved for payment by the CHED-Administrative, Finance and Management Service (AFMS);

6.1.a The release of funds subject to these guidelines shall be for the following periods:

6.1.a.1 First semester of Academic Year 2018 – 2019 which will start on June 2018

6.1.a.2 First semester of Academic Year 2018 – 2019 which will start on August 2018

6.1.a.3 Second semester of Academic Year 2018-2019 which will start on November 2018

6.1.a.4 Second semester of Academic Year 2018-2019 which will start on January 2019

NOTE: Payments to SUCs / LUCs for TES-ESGP-PA will be obligated within the year of 2018 so that payments for the 2nd semester of Academic Year 2018-2019 which starts on January 2019 will be paid on January 2019 upon submission of the pertinent billings with the required supporting documents.

6.2 Memorandum of Agreement between the UniFAST and the SUCs / LUCs

6.2.1 A Memorandum of Agreement on the TES-ESGP-PA between UniFAST Governing Board represented by the Chairperson of



UniFAST and the SUC / LUC represented by its President will have to be signed

- 6.2.2 SUCs / LUCs with existing unliquidated accounts will have to be settled by the corresponding SUCs / LUCs to avoid problem of downloading the appropriated budget for the TES-ESGP-PA

6.3 SUCs' / LUCs' TES Billing pertinent to ESGP-PA grantees

- 6.3.1 Billing Statement will be for one academic year subject to validation on a per semester basis. (see Annex "A" as template document for reference).
- 6.3.2 Certification and the list of continuing ESGP-PA grantees for the first semester and second semester of Academic Year 2018 – 2019 duly certified and originally signed by the SUC / CHED-Recognized LUC Scholarship Coordinator, University or College Registrar and approved by the SUC / CHED-Recognized LUC President. The said certification and list of ESGP-PA student grantees for each semester of Academic Year 2018 – 2019 should be printed in the official stationery of the university / college with official dry seal and official letterhead.
- 6.3.4 Electronic copy of the SUC/LUC Certificate of Registration issued to continuing TES-ESGP-PA student grantees who will be enrolled on the 1st semester of Academic Year 2018-2019;
- 6.3.5 Electronic copy of the SUC / LUC Certificate of Registration issued to continuing TES-ESGP-PA student grantees who will be enrolled on the 2nd semester (wherein the semester starts on November 2018 or January 2019) of Academic Year 2018-2019;

6.4 Requirements and processes for the release of funds by SUCs to students

- a. All enrolled ESGP-PA student-grantees shall be given the full financial benefits to them by the Program;
- b. Stipend due shall be released by the SUC / LUC to the student-grantees on a monthly basis;
- c. Book allowance shall be released on a semestral basis.

6.5 Semestral Fund Transfer Liquidation

- a. The SUCs will have to submit the fund liquidation report certified by the SUC / CHED-recognized LUC Accountant, approved by the SUC / CHED-Recognized LUC President and duly received by the Office of the State Auditor as to the payment of the following: (1) Tertiary Education Subsidy (TES) to their continuing ESGP-PA grantees on a per semester basis supported with a payroll list duly acknowledged by the TES-ESGP-PA grantees, wherein the TES-ESGP-PA grantees affixes their signature opposite their names in the list prepared for the Page 6 of 7 said purpose, using blue ink for checking purposes; and (2) TES-ESGP-PA administration related expenses.
- b. Original copy of the liquidation report will have to be submitted to the following:

ATTY. CARMELITA YADAO-SISON MNSA, Ph.D.

OIC Executive Director IV

UniFAST Secretariat

Ground Floor, Philippine Social Science Center Building
Commonwealth Avenue, Quezon City

- c. The usual accounting and auditing rules will be applied accordingly.

7.0 Program Management, Monitoring and Evaluation

Subject to the finalization of the TES guidelines, the specific program management to be applied shall be consistent with the CHED-DBM-DSWD AND DOLE Joint Memorandum Circular No. 01 dated June 23, 2016 Section 8.3.

8.0 Transparency and Accountability

The agencies concerned shall adopt a strict policy on transparency and accountability in the disbursement of funds and shall be governed by existing and relevant laws such as the Data Privacy Act of 2012 and the Anti-Red Tape Act of 2007.





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9.0 Complaints and Grievance Machineries

- 9.1 In the case of delayed funding release to ESGP-PA student-grantees, they are encouraged to air their grievance through proper communication (in writing sent through e-mail); and
- 9.2 Students should follow rules of discipline by the SUC. For cases where rallies become violent or destructive of school properties, student grantees should be dealt with in accordance with the existing policies of the concerned SUC.

10.0 Separability Clause

If any part or provision of this memorandum circular is declared void or unconstitutional by operation of law, rules and regulations, the same shall apply only to that specific provision and the remaining clauses / provisions shall remain valid and enforceable.

11.0 Repealing Clause

All or 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.

12.0 Effectivity

This Circular shall take effect immediately.

COMMISSIONER J. PROSPERO E. DE VERA III, DPA
Officer in Charge, Office of the Chairperson
Commission on Higher Education and
Officer-in-Charge, UniFAST Governing Board

Attested by:

ATTY. CARMELITA YADAO – SISON MNSA, Ph.D.
Officer in Charge, Office of the Executive Director IV
UniFAST Secretariat

