



**MEMORANDUM CIRCULAR NO. 4**  
**Series of 2021**

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

**SUBJECT: INTERIM GUIDELINES ON THE IMPLEMENTATION OF THE TERTIARY EDUCATION SUBSIDY (TES) DURING THE COVID-19 PANDEMIC**

By virtue of UniFAST Board Resolution No. 2021-17, the UniFAST Board recognizes the urgent need to implement Interim Guidelines to ensure the efficient implementation of the Tertiary Education Subsidy (TES) considering the difficulties brought about by the COVID-19 pandemic.

The following provisions shall apply for the duration of the current national emergency due to the COVID-19 pandemic:

1. **CONTINUOUS PROCESSING OF TES PAYMENTS.** The payment of TES shall be continuously processed based on the academic calendar schedule of the HEIs and the release of checks shall be upon submission of documentary requirements by HEIs.
2. **USE OF ELECTRONIC DOCUMENTS.** During the effectivity of these interim guidelines, students and HEIs are allowed to submit all documentary requirements required in JMC No. 04, s. 2020, MCs. Nos. 01, 02, and 03 s. 2021 through electronic means for processing of payments. However, hard copies shall be submitted to the CHEDROs and/or the appropriate recipients indicated therein as a requirement for the disbursement of funds.
3. **DISBURSEMENT MECHANISM.** In the distribution of TES, which covers TES-1, TES-2, TES-3A and TES-3B, and the TDP-TES grants, the Secretariat, CHED Regional Offices, and HEIs may resort to the most expeditious means which may include any of the following:
  - a. Direct cash payouts;
  - b. Payment through electronic or digital means, including but not limited to e-wallets;
  - c. Cash card payments;
  - d. Money remittance; or
  - e. Any other mode to expedite the distribution of said grants.

In case of door-to-door direct cash/check payout, disbursement shall be compliant with the resolutions issued by the local authorities and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID). Provided, that, as per Board Resolution No. 2020-035, expenses used to pay money remittance fees may be charged from the administrative support cost transferred to the HEIs, subject to liquidation.

Provided, finally, that disbursement of funds shall be subject to the usual accounting and auditing rules and regulations.



**SECTION 4. LIQUIDATION FOR PRIVATE HEIs.** For proper reporting on the release of funds, private higher education institutions (HEIs) shall prepare and submit the documents provided under XV.1.1 to 1.6 and 2 of the JMC No. 04, s. 2020 to the CHEDROs within 60 days after the end of the 2nd semester of the academic calendar. However, private HEIs may submit their liquidation documents before the prescribed period herein.

**SECTION 5. LIQUIDATION FOR PUBLIC HEIs.** For public HEIs, the SUCs and CHED-recognized LUCs shall submit the documents provided under XVI.1.1 to 1.6 and 2 of said JMC to CHEDROs within 60 days after the end of the 2nd semester of the academic calendar for the funds released to them either through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) or through checks. However, public HEIs may submit their liquidation documents before the prescribed period herein.

**SECTION 6. PAYMENT SUBJECT TO LIQUIDATION.** In the succeeding academic year, the TES funds shall only be released to the HEIs upon the submission of the liquidation documents in the prescribed period herein or earlier.

**SECTION 7. APPLICABILITY.** These Interim Guidelines shall take effect while the current national emergency due to the COVID-19 pandemic is in place. All other provisions of the following issuances not affected shall remain in full force and effect:

1. CHED-UniFAST-DBM Joint Memorandum Circular (JMC) No. 04, series of 2020 Entitled "Enhanced Guidelines on the Tertiary Education Subsidy";
2. UniFAST Memorandum Circular No. 01, series of 2021 Entitled "Supplemental Guidelines on the Disbursement of Additional Grants for Tertiary Education Subsidy (TES) Beneficiaries in Programs Requiring Professional License or Certification or TES-3B;
3. UniFAST Memorandum Circular No. 02, series of 2021 Entitled "Guidelines on the Implementation of the Tulong Dunong Program for Academic Year 2021 and Onwards"; and,
4. UniFAST Memorandum Circular No. 03, series of 2021 Entitled "Disbursement of Tertiary Education Subsidy (TES) for Private HEIs covered by R.A. No. 10931 in Academic Year 2020-2021 and the Remaining Billings of 2nd Semester of AY 2019-2020 Covered by the 2020 Continuing Appropriations".

This Memorandum Circular shall take effect immediately.

**UniFAST Board**

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

**Attested by:**

**ATTY. RYAN L. ESTEVEZ**  
OIC, Office of the Executive Director IV,  
UniFAST Secretariat

