Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education
Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
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MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

For : **ALL CHED REGIONAL OFFICES**
ALL UNIFAST REGIONAL COORDINATORS

ATTY. SEPTON A. DE LA CRUZ, CESE
OIC, Office of the Director IV, CHED-AFMS

Thru : **ATTY. LILY FREIDA C. MACABANGUN-MILLA, CESO IV**
Officer-In-Charge, Office of the Executive Director IV, CHED

Estevez Ryan Legisniana
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Date: 2021.04.21 14:26:32 +08'00'

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

Subject : **CLARIFICATORY MEMORANDUM ON THE SUBMISSION OF CASE STUDIES AS INCOME DOCUMENTATION REQUIREMENT FOR THE TULONG DUNONG PROGRAM (TDP)**

Date : April 20, 2021

In order to ensure the streamlining of processes and facilitation of submission of documentary requirements, please be advised that the Case Study required to be submitted as income requirement in lieu of the other documentary requirements under Section 6.2.2. (Income Requirement) of Memorandum Circular No. 02, series of 2021 or the ***Guidelines on the Implementation of the Tulong Dunong Program (TDP) for Academic Year 2020-2021 and Onwards***, for purposes of verifying a TDP applicant's household income, need only certify, at the minimum, the livelihood of the income-earner in the household of the TDP grantee, and the annual or monthly income of said income-earner. The afore-mentioned section must also be read in conjunction with Section 5 of the said guidelines. Said case study/certification must be certified by the city or municipal social welfare and development officer, who must be a licensed social worker, of the city or municipality of the TDP applicant where he or she resides.

Certifications issued containing said minimum elements may already be accepted by the CHED Regional Offices for purposes of processing the TDP application.

For your guidance and information. Stay safe. Thank you.

cc: **J. Prospero E. De Vera III, DPA**
Chairman, CHED and UniFAST Board