



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
Regional Office III  
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**RELEASED**  
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**CHEDRO III**

Posted

**CHEDRO III MEMORANDUM NO. 005, s. 2018**

**To: PRESIDENTS AND OFFICERS-IN-CHARGE OF STATE UNIVERSITIES AND COLLEGES (SUCs) IN REGION III**

**Subject: WORKSHOP ON RECORDS MANAGEMENT AND TRACKING OF DOCUMENTS OF SUCs FOR THE FREE TUITION 2017 AND RE-ORIENTATION ON THE BILLING PROCESS.**

**Date: 12 JANUARY 2018**

This Office hereby inform and invites all concerned of the workshop to be conducted by UniFAST Secretariat to facilitate the understanding and compliance by the designated SUC officers with standardized forms and other documents as well as the procedures required for processing payments for the Free Tuition 2017. The participants will be oriented/re-oriented on the following:

- (1) Records management and tracking of billing documents of SUCs for the Free Tuition 2017; and
- (2) Billing process concerning Free Tuition 2017 for the second semester of School Year 2017-2018.


These are the procedures embodied in the Joint Memorandum Circular 2017-1A approved by the Commission on Higher Education and Department of Budget and Management. The workshop will be held on **Monday, 29 January 2018** from **9:00 AM to 5:00 PM** at the **CHED Auditorium, 2/F Higher Education Development Center (HEDC), C.P. Garcia Avenue, UP Campus, Diliman, Quezon City.**

For this purpose, may we request you to send your **duly designated Free Tuition 2017 Billing Focal Person** (University/College Registrar, Accountant or IT Head), with a **written authorization** signed by the head of the institution, to attend this important activity.

Meals during the activity will be provided by the UniFAST Secretariat while transportation, accommodation and other related expenses shall be shouldered by the concerned SUC.

To confirm your attendance, kindly fill out the attached confirmation slip and send it no later than **Monday, 15 January 2018** through email at [freetuitionbilling@ched.gov.ph](mailto:freetuitionbilling@ched.gov.ph). Likewise, you can confirm your attendance through Kate Jam V. Placido, UniFAST Regional Coordinator for Region 3, through fax at **(045) 455 1662** or through email ([kplacido@ched.gov.ph](mailto:kplacido@ched.gov.ph) or [chedro3@ched.gov.ph](mailto:chedro3@ched.gov.ph)).

Participation in the said activity is **HIGHLY RECOMMENDED.**

  
**DR. CARIDAD O. ABUAN, CESO III**  
Director IV