



CHED RO III MEMORANDUM NO. 101
Series of 2019

TO: Presidents/Heads of Higher Education Institutions (HEIs) with additional Tertiary Education Subsidy (TES) grantees Batch 2, 3, and 4 for AY 2018-2019

SUBJECT: Deadline of submission of documentary requirements

DATE: August 13, 2019

This Office hereby informs all concerned on the submission of documentary requirements for the additional TES grantees for AY 2018-2019. Failure to submit on or before August 19, 2019 will lead to delisting of grantees.

Documents for submission at the CHED RO3:

1. Certificate of registration (Registration form) bearing subjects enrolled and total number of units; original or certified true copy signed by the Registrar with school dry seal.
2. Statement of Account (Assessment form) bearing tuition fee per unit, total tuition and other school fees; original or certified true copy signed by the Finance Officer with school dry seal.
3. Cover letter signed by HEI President or TES Focal Person.

For queries and other concerns, please contact Ms. Kristine Casugay, Stakeholders Relations Officer, UniFAST CHED RO3 at mobile numbers: 0945-897-3048; 0921-262-5382 or thru email address: unifastro3@ched.gov.ph or Facebook Group: CHED RO3-UniFAST.

For your guidance and compliance.


Ms. LORA L. YUSI
Chief Education Program Specialist
Officer-in charge
Office of the Director IV