



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Regional Office III

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CHEDRO III

CHEDRO III MEMORANDUM
No. 18, series of 2021

For : **ALL PRESIDENTS/HEADS OF HIGHER EDUCATION INSTITUTIONS IN REGION III**

Subject : **DEADLINE ON THE SUBMISSION OF TES DOCUMENTARY REQUIREMENTS FOR SECOND SEMESTER A.Y. 2020-2021**

Date : 09 June 2021

To facilitate processing of Tertiary Education Subsidy (TES) for the second semester A.Y. 2020-2021, it is requested that the following documents be submitted on or before 25 June 2021:

- Certificate of Registration (COR)
- Statement of Account (SOA)
- ID
- Certificate of Deletion/Graduates/Transfer/LOA
- Billing Templates Forms 1 and 2)
- Notarized Certificates

Please be informed also that the Regional Coordinators are now validating the requirements and the Unifast portal may close anytime soon.

Should there be any further queries, the designated staff may coordinate directly with Ms. Immaculada N. Dizon or, Mr. Jay-Ar Nolasco at telephone numbers 09515409841 / 09659253640 or email at unifastro3@ched.gov.ph.

Respectfully,

MARIA TERESITA MACANAS SEMANA, PhD., CESO IV
Officer-In-Charge, Office of the Director IV

By the Authority of the Officer-in-Charge, Director IV


MS. LORA L. YUSI
Chief Education Program Specialist