



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III



CHEDRO-III MEMORANDUM

No. ISO, series of 2022

For : **ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN CENTRAL LUZON**

Subject : **CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR VALIDATION AND VERIFICATION PROCESS OF CONTINUING TULONG DUNONG PROGRAM (TDP) GRANTEES FOR THE FIRST SEMESTER OF ACADEMIC YEAR 2022-2023**

Date : **5 October 2022**

Relative to the implementation of the Tulong Dunong Program (TDP), all Higher Education Institutions (HEIs) are enjoined to submit the following documentary requirements for the 1st Semester of Academic Year 2022-2023 to the UniFAST Regional Coordinators for validation and verification on or before **October 14, 2022**:

HEIs with Memorandum of Agreement (MOA) with UniFAST

- Annex 5: TDP Continuing Form (Soft and Hard Copy)
 - TDP Continuing Form 1
 - TDP Continuing Form 2
 - TDP Continuing Form 3
 - TDP Continuing Form 4
- Copy of Leave of Absence (LOA) approved by the HEI (for non-enrolment during the 1st Semester)

HEIs without Memorandum of Agreement (MOA) with UniFAST (Soft and Hard Copy)

- Copy of Certificate of Registration (COR) for 1st Semester, A.Y. 2022-2023
- Copy of Grades (COG) for 2nd Semester, A.Y. 2021-2022
- Photocopy of student's ID/ HEI's Certification on non-issuance of ID
- Copy of Leave of Absence (LOA) approved by the HEI (for non-enrolment during the 1st Semester)

HEIs are requested to submit the softcopies of the documents through the link https://docs.google.com/forms/d/e/1FAIpQLScu9GAOlp7zMDiOjGEgHKjRnKmE_sfeOKjeUTN5lo8yS1LbpQ/viewform.

It is informed that failure to submit the requested documents on or before **October 14, 2022** would mean permanent deletion from the UniFAST portal and forfeiture of grant/benefit of the student.

Should there be other queries, the concerned staff may directly coordinate with Ms. Immaculada Dizon, Mr. Conrado B. Nolasco or Mr. Jerold Dizon, UniFAST Regional Coordinators, through mobile numbers 0969-388-3600 (for SMART)/0965-9253-640 (for TM) or e-mail at unifastro3@ched.gov.ph.

For your reference and guidance.


DR. LEONIDA SIGUA-CALAGUI, LLB, CESO III
Director IV