



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

RELEASED

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CHEDRO III

CHEDRO-III MEMORANDUM
No. 029, series of 2023

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

Subject : DEADLINE OF SUBMISSION AND COMPLIANCE OF TDP LIQUIDATION REPORTS FOR AY 2020-2021 AND FIRST SEMESTER AY 2021-2022

Date : 28 FEBRUARY 2023

Section 6 of the Memorandum Circular No. 02, s. 2022, "Amendments to Memorandum Circular (MC) No. 2, Series of 2021 Entitled "Guidelines on the Implementation of Tulong Dunong Program For Academic Year 2020-2021 and Onwards", provides that Tulong Dunong Program (TDP) funds shall only be released to the HEIs upon submission of the liquidation report. **The UniFAST Secretariat approved the extension of the submission and compliance of Liquidation Reports sternly until March 24, 2023, Friday.**

In line with this, the HEIs are enjoined to submit to this Office the following forms for AY 2020-2021 and 1st Semester AY 2021-2022:

- a) Fund Utilization Report (FUR) duly certified by the Accountant and/or Vice President for Finance, duly verified by the internal/external Auditor and approved by the President/Head (Annex 8);
- b) Report of Checks Issued with supporting documents for ASC, signed by Disbursing Officer, approved by the Finance Officer or Authorized Official (Annex 9);
- c) Official receipts and other pertinent documents to substantiate the use of ASC;
- d) General Payroll duly signed by the recipients of TES-TDP (Annex 10);
- e) If disbursed through alternative modes, RCI for TES-TDP, signed by the Cashier if released through check (see Annex 9); payroll register, if released through the bank; or transaction receipt, if released through other alternative modes; and
- f) Photocopy of Identification Card of the student with a specimen signature, or in case of submission of a certificate of non-issuance of ID by the HEI, a copy of the same certification, and any government-issued ID with specimen signature.

To ensure continuous, efficient and timely release of TDP funds, all concerned HEIs are advised to fast track the submission of their TDP liquidation documents. Please note that extensions on the submission of liquidation report delays the processing and disbursement of the TDP grants to the students.

Should there be any queries, the designated staff may directly coordinate with Ms. Christiana Lyn C. Mariano or Ms. Mariella Gabriel, Project Technical Staff, at mobile number 0969-388-3599 / 0648-839-2439 or email at unifastro3@ched.gov.ph.

For the information and guidance of all concerned.


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