



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

RELEASED

MAR 10 2023

CHEDRO III

CHEDRO-III MEMORANDUM
No. 031, series of 2023

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 & NEW TULONG DUNONG PROGRAM (TDP) GRANTEES FOR THE SECOND SEMESTER OF ACADEMIC YEAR 2022-2023

Date : 1 March 2023

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 2nd Semester of Academic Year 2022-2023 to the UniFAST Regional Coordinators for validation and verification on or before **March 24, 2023**:

HEIs with Memorandum of Agreement (MOA) with UniFAST:

- Annex 5: TDP Continuing Form (Separate forms per batch)
 - 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 2nd Semester)

HEIs without Memorandum of Agreement (MOA) with UniFAST:

- Copy of Certificate of Registration (COR) for 2nd Semester, A.Y. 2022-2023
- Copy of Grades (COG) for 1st Semester, A.Y. 2022-2023
- 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 2nd Semester)

HEIs are requested to submit the softcopies of the documents through the link https://docs.google.com/forms/d/e/1FAIpQLScu9GAOIp7zMDiOjGEgHKjRnKmE_sfeOKjeUTN5lo8yS1LbpQ/viewform.

It is informed that failure to submit the requested documents on or before **March 24, 2023** 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 Mr. Conrado B. Nolasco or Ms. Roma Jirah R. Dela Cruz, UniFAST Regional Coordinators, through mobile numbers 0969-388-3600 / 0951-540-9841 or e-mail at unifastro3@ched.gov.ph.

For your reference and guidance.


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