



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

RELEASED  
FEB 22 2024  
CHEDRO III

CHEDRO-III MEMORANDUM  
No. 41,s. 2024

**To** : ALL PRESIDENTS AND OFFICERS-IN-CHARGE OF PARTICIPATING PRIVATE HIGHER EDUCATION INSTITUTIONS, STATE UNIVERSITIES AND COLLEGES, AND CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES

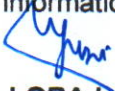
**Subject** : CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE VALIDATION OF QUALIFIED APPLICANTS FOR 1<sup>ST</sup> SEMESTER OF THE ACADEMIC YEAR 2023-2024

**Date** : FEBRUARY 21, 2024

Attached is a copy of the Memorandum from the Office of the UniFAST Executive Director No. TES 05-2024 dated February 20, 2024, with the subject, "Call for submission of documentary requirements for the validation of qualified applicants for 1<sup>st</sup> semester of the academic year 2023-2024."

Should there be other queries, the concerned staff may directly coordinate with Mr. Jerrold B. Dizon and Mr. Mark Angelo Mendoza, UniFAST Regional Coordinators, through mobile numbers 0969-388-3600 (for SMART)/0965-9253-640 (for TM) or e-mail at [unifastro3@ched.gov.ph](mailto:unifastro3@ched.gov.ph).

For information and appropriate action.

  
**DR. LORA L. YUSI**  
Office-In-Charge  
Office of the Director IV



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**  
 TES-05-2024

**For :** CHED REGIONAL DIRECTORS  
 ALL REGIONAL COORDINATORS

**ALL PRESIDENTS AND OFFICE-IN-CHARGE**  
 Private Higher Education Institutions, State Universities and Colleges, and  
 CHED-Recognized Local Universities and Colleges

**From :**   
 ATTY. RYAN L. ESTEVEZ, DPA  
 OIC-Executive Director IV, UniFAST Secretariat

**Subject:** CALL FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE  
 VALIDATION OF QUALIFIED APPLICANTS FOR 1ST SEMESTER OF THE  
 ACADEMIC YEAR 2023-2024

**Date :** 20 February 2024

Following the completion of the Nationwide Assessment process, the validation process for qualified applicants for the 1st semester of the Academic Year 2023-2024 is now open, in accordance with [Board Resolution No. 2024-003](#) issued by the Office of the Executive Director. Attached herewith is the [list of Public and Private Higher Education Institutions that are enjoined to submit documentary requirements until March 5, 2024.](#)

- [Annex 5: TES New Form 1 and 2](#)
- [Notarized Registrar's Certification](#)
- **1st semester of Academic Year 2023-2024** Certificates of Registration / Certificates of Enrolment (PDF)

The UniFAST Regional Coordinators are requested to promptly disseminate this memorandum to the relevant Higher Education Institutions (HEIs) and proceed with the validation and verification of documentary requirements according to the provided timeline.

Activity	Period	Responsible Office/Person
Extraction of the List of Qualified Applicants <ul style="list-style-type: none"> <li>• HEI proceed to extract the List of Qualified Applicants from the HEIs portal</li> </ul>	Feb 21, 2024	Public and Private Higher Education Institutions





Start for submission of documentary requirements to the UniFAST Regional Office	Feb 22, 2024	Public and Private Higher Education Institutions
Deadline for submission of documentary requirements to the UniFAST Regional Office	Mar 12, 2024	
Start of online Validation of UniFAST Regional Coordinators	Feb 22, 2024	UniFAST Regional Coordinators
Deadline of Validation and Verification process <ul style="list-style-type: none"> <li>Removal of Duplicates (this should be done 3 days prior to the deadline)</li> </ul>	April 2, 2024	
Review of Validated Applicants	April 3-4, 2024	UniFAST Secretariat
Submission of Certification of validated grantees, duly certified by the CHED Regional Director	April 4-9, 2024	UniFAST Regional Coordinators
Release of Masterlist of New TES Grantees for Academic Year 2023-2024	April 10-12, 2024	UniFAST Secretariat
Billing and disbursement	April 15-30, 2024	UniFAST Regional Coordinators

**The Higher Education Institutions are reminded to adhere to the [30-Day Release Rule upon receipt of grants](#).**

Thank you for your cooperation and immediate compliance.