



COMMISSION ON HIGHER EDUCATION  
REGIONAL OFFICE III



**CHEDRO-III MEMORANDUM**

No. 166, series of 2024

For : **ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION III**

Attention : **SCHOOL REGISTRAR, TULONG DUNONG PROGRAM (TDP) AND TERTIARY EDUCATION SUBSIDY (TES) FOCAL PERSONS**

Subject : **REQUEST FOR THE SUBMISSION OF HEI MONITORING TEAM**

Date : **07 August 2024**

Pursuant to Republic Act No. 10687, or the *UniFAST Act*, the UniFAST is mandated to monitor the efficiency and effectiveness of the implementation of Student Financial Assistance Programs (StuFAPs) under RA No. 10931, or the *Universal Access to Quality Tertiary Education (UAQTE) Act* such as the Free Higher Education (FHE) and Tertiary Education Subsidy (TES).

In view of the implementation of the UniFAST Monitoring Activity beginning Fiscal Year (FY) 2024, all higher education institutions (HEIs) in the region are requested to submit the names of the members of their HEI Monitoring Team **on or before August 23, 2024**.

All concerned are advised to submit the accomplished file in **PDF Format** via email at [unifastro3@ched.gov.ph](mailto:unifastro3@ched.gov.ph), with file name: **Name of HEI\_Monitoring Team\_Tool**. Kindly follow the given template below for your submission: <https://tinyurl.com/3wtr3pc9>.

This Office respectfully requests for the institution's timely compliance.

For inquiries and clarifications, the designated staff may directly coordinate with Ms. Immaculada N. Dizon, Regional Coordinator, at 09954300640 or through email at [unifastro3@ched.gov.ph](mailto:unifastro3@ched.gov.ph).

**DR. LORA L. YUSI**  
Director IV

## COMPOSITION OF THE HEI MONITORING TEAM

Name of Higher Education Institution (HEI): \_\_\_\_\_

HEI Campus (If Applicable): \_\_\_\_\_

HEI Address: \_\_\_\_\_

NAME	DESIGNATION/POSITION	EMAIL ADDRESS	CONTACT NUMBER	SPECIMEN SIGNATURE
1. HEI Head or President				
2. HEI Registrar				
3. HEI Finance Officer				
4. Personnel In-charge of FHE				
5. TES Focal Person				
6. Personnel In-charge of TDP				

Prepared by:

Noted by:

\_\_\_\_\_  
**HEI Registrar/ Scholarship Coordinator**  
*(Signature over Printed Name)*

\_\_\_\_\_  
**HEI Head or President**  
*(Signature over Printed Name)*