



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III



RELEASED
30 JAN 2025
CHEDRO III

CHEDRO-III MEMORANDUM
No. 16 s. 2025

For : ALL PRESIDENTS/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS IN REGION III WITH TERTIARY EDUCATION SUBSIDY (TES), TULONG DUNONG PROGRAM (TDP) GRANTEES

Subject : TIMELY DISBURSEMENT OF SUBSIDIES TO STUDENTS

Date : January 22, 2025

Pursuant to the pertinent provision of Republic Act 7722, otherwise known as the "Higher Education Act of 1994," this Office reiterates the UniFAST Memorandum Circular No 3, s. 2023, "**Guidelines on the Use of Administrative Cost (ASC) under the Tertiary Education Subsidy (TES) and Tulong Dunong Program (TDP)**", specifically **Section 2, General Principle No. 1**, to wit:

"all HEIs must release all funds to grantees for payment of TES-1, TES-2, TES-3a, and TES-3b or TDP grants within 30 days from receipt thereof as evidenced by a certification of release of funds, certified by the HEI's disbursement officer or cashier or accountant and attested by the school president or head of HEI."

It has come to the attention of this Office that some schools have not disbursed the TES of students which is contrary to the guidelines set forth by the UniFAST.

HEIs are reminded of **Section 8 of Memorandum Circular 01, s. 2022, "Amended Tertiary Education Subsidy (TES) Guidelines of 2022**, to wit:

"any violations committed by any partner public or private implementing the TES, particularly concerning compliance with any provisions of this Guidelines, or related government accounting and audit regulations, the UniFAST Board, on the recommendation of the Executive Order, may impose any of the following sanctions, depending on the gravity of the violation:"

1. Non- inclusion in the list of qualified HEIs for implementing the TES, without prejudice to any measures that may be undertaken by the UniFAST Board maintain the TES availment of said HEIs qualified TES grantees;
2. Upon deliberation of the UniFAST Board, termination of the MOA for fraud, repeated non-liquidation of funds, and unjust withholding of any part of the component of TES;
3. Recommendation to the CHED en Banc to impose particular sanction to the HEI for committing violations under R.A. 10931, after due process pursuant to RA 7722; and



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4. For serious violations that would merit the exercise of its authority, implement the procedure for filing of criminal sanctions as warranted under the UniFAST Law, RA 10867.

Relative to this, all HEIs are advised to adhere to the aforementioned provisions and to release the Tertiary Education Subsidy (TES) and Tulong Dunong Program (TDP) grants and the institution shall inform this Office of the schedule of the disbursement of TES/TDP grants.

Furthermore, HEIs are also advised to update their TES and TDP Billing System on the date of release of the said grants. The said system can be accessed through the link – <https://tinyurl.com/pky5r5u5>. For purposes of transparency, all concerned HEIs are advised to comply with this instruction.

Should you have any inquiries or concerns, the designated staff may coordinate directly with Ms. Immaculada N. Dizon, Regional Coordinator, at 0995 4300 640 or through email at unifastro3@ched.gov.ph.

DR. LORA L. YUSI
Director IV