





AY 2025-2026

Implementation of Free Higher Education and Scholarship Assistance Programs at Davao de Oro State College

1.3.5 Low or lower-middle income countries student support

1.3.5 Low or lower-middle income countries student support

Republic of the Philippines
Davao de Oro State College
Poblacion, Compostela, Davao de Oro Province

SUMMARY OF FREE HIGHER EDUCATION BILLINGS
First Semester AY 2025-2026

Branch	Number of Qualifed Students	FHE Amount
DDOSC Main Campus and Laak Extension	3,402	27,826,700.00
DDOSC Maragusan	1,308	10,181,250.00
DDOSC Montevista	1,221	9,205,900.00
DDOSC New Bataan	1,008	7,655,650.00
TOTAL	***6,939***	***54,869,500.00***

Prepared by:

KIMBERLY P. AUNZO
Scholarship Coordinator

Certified by:

METZIE C. BASTE
College Registrar

Certified by:

GLORYJEAN C. ALTAMERA,Ph
Vice President for Academic Affai

I hereby warrant that the above List of Actual Number of Enrollees and Fees authorized under R.A. 10931 and duly approved by the board of regents/trustees, was prepared in accordance with existing budgeting, accounting and auditing rules and regulations.

I hereby assume full responsibility for the veracity and accuracy of the listed claims, and the authenticity of the supporting documents as submitted by the claimants.

Certified Correct:

ROTCHIL G. PIASTRO, CPA
College Accountant

Approved by:

LILYBETH M. MATUNHAY
SUC President I

By the Authority of the SUC President:
M. F. BALOCA
Chief for Administration and Finance

Republic of the Philippines

Davao de Oro State College

Poblacion, Compostela, Davao de Oro Province

SUMMARY OF FREE HIGHER EDUCATION BILLINGS

Second Semester AY 2025-2026

Branch	Number of Qualifed Students	FHE Amount
DDOSC Main Campus and Laak Extension	3,260	23,257,550.00
DDOSC Maragusan	1,182	8,607,600.00
DDOSC Montevista	1,189	8,675,300.00
DDOSC New Bataan	978	7,203,100.00
TOTAL	***6,609***	***47,743,550.00***

Prepared by:

KIMBERLY P. AUNZO
Scholarship Coordinator

Certified by:

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College Registrar

Certified by:

GLORYJEAN C. ALTAMERA,Ph.D.
Vice President for Academic Affairs

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SUC President I

By the Authority of the SUC President:

KIM F. BALOCA
Chief for Administration and Finance

1 NO POVERTY

S. No. 1304
H. No. 5633

Republic of the Philippines
Congress of the Philippines
Metro Manila

Seventeenth Congress

First Regular Session

Begun and held in Metro Manila, on Monday, the twenty-fifth day of July, two thousand sixteen.

[REPUBLIC ACT NO. 10931]

AN ACT PROMOTING UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION BY PROVIDING FOR FREE TUITION AND OTHER SCHOOL FEES IN STATE UNIVERSITIES AND COLLEGES, LOCAL UNIVERSITIES AND COLLEGES AND STATE-RUN TECHNICAL-VOCATIONAL INSTITUTIONS, ESTABLISHING THE TERTIARY EDUCATION SUBSIDY AND STUDENT LOAN PROGRAM, STRENGTHENING THE UNIFIED STUDENT FINANCIAL ASSISTANCE SYSTEM FOR TERTIARY EDUCATION, AND APPROPRIATING FUNDS THEREFOR

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. *Short Title.* – This Act shall be known as the "Universal Access to Quality Tertiary Education Act".

SEC. 2. *Declaration of Policy.* – It is hereby declared that quality education is an inalienable right of all Filipinos and it is the policy of the State to protect and promote the rights of all students to quality education at all levels. Therefore, the State shall take appropriate steps to make such education accessible to all.

Likewise, the State hereby recognizes the complementary roles of public and private higher education institutions and technical-vocational institutions in the educational system and the invaluable contribution that the private tertiary schools have made and will make to education. For these intents, the State shall:

(a) Provide adequate funding and such other mechanisms to increase the participation rate among all socioeconomic classes in tertiary education;

(b) Provide all Filipinos with equal opportunity to quality tertiary education in both the private and public educational institutions;

(c) Give priority to students who are academically able and who come from poor families;

(d) Ensure the optimized utilization of government resources in education;

(e) Provide adequate guidance and incentives in channelling young Filipinos in their career choices and towards the proper development and utilization of human resources; and

(f) Recognize the complementary roles of public and private institutions in tertiary educational system.

SEC. 3. *Definition of Terms.* – As used in this Act:

(a) *Cost of Tertiary Education* refers to (1) tuition and other school fees, (2) educational expenses and (3) the cost of living allowance;

(b) *Graduate courses* refer to higher education programs leading to a certificate, diploma, master's or doctorate degrees, as may be authorized and recognized by the Commission on Higher Education (CHED);

(c) *Higher education* refers to the stage of formal education, or its equivalent, requiring completion of secondary education and covering programs of study leading to bachelor and advanced degrees, including associate degrees;

(d) *Higher Education Institution (HEI)* refers to an education institution authorized and recognized by the CHED to offer bachelor's degree or graduate courses;

(e) *Local universities and colleges (LUCs)* refer to CHED-accredited public HEIs established by local government units (LGUs) through an enabling ordinance, financially supported by the LGU concerned, and compliant with the policies, standards and guidelines of the CHED;

(f) *National Household Targeting System for Poverty Reduction (NHTS-PR) or Listahanan 2.0* refers to the information management of the Department of Social Welfare and Development (DSWD) that identifies who and where the poor are in the country. The system makes available to national government agencies and other social protection stakeholders a database of poor families as reference in identifying potential beneficiaries of social protection programs;

(g) *Other education-related expenses* refer to expenses related to the education of a student such as books, school supplies, uniforms, reproduction of materials, electronic devices necessary for education and other fees such as for practical teaching devices, student publication, yearbook, insurance, and student trust funds;

(h) *Other school fees* refer to fees charged by HEIs and technical-vocational institutions which cover other necessary costs supportive of instruction, specifically the following: library fees, computer fees, laboratory fees, school ID fees, athletic fees, admission fees, development fees, guidance fees, handbook fees, entrance fees, registration fees, medical and dental fees, cultural fees and other similar or related fees;

(i) *Private higher education institution* refers to a HEI not owned and controlled by the government or its instrumentalities;

(j) *Private technical-vocational institution* refers to post-secondary technical-vocational institution run by the private sector offering programs registered with the Technical Education and Skills Development Authority (TESDA);

(k) *Qualified student* refers to any student who possesses all the qualifications under Sections 4 and 5 and none of the disqualifications under Section 6 hereof;

(l) *State-run technical-vocational institutions* refer to technical-vocational institutions operated by the TESDA or LGUs: *Provided*, That in the latter case, the same should be accredited by the TESDA;

(m) *State universities and colleges (SUCs)* refer to public HEIs established by national laws which are financed and maintained by the national government and are governed by their respective independent boards of trustees or regents;

(n) *Student loan program for tertiary education* refers to a loan program established under Section 8 of this Act;

(o) *Technical-Vocational Education and Training (TVET)* refers to the education process designed at post-secondary and lower tertiary levels, officially recognized as nondegree programs aimed at preparing technicians, paraprofessionals and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific and technological studies, and related job skills training;

(p) *Technical-Vocational Institutions (TVIs)* refer to learning institutions offering post-secondary TVET;

(q) *Tertiary education* refers to the stage of education following the secondary cycle which covers post-secondary nondegree diploma, TVET, and higher education programs, including graduate education;

(r) *Tertiary education subsidy (TES)* refers to a subsidy established under Section 7 of this Act;

(s) *Tuition fees* refer to fees or school charges for the subjects or course enrolled in by a tertiary education student;

(t) *Undergraduate courses* refer to any program leading to a degree as may be authorized and recognized by the CHED; and

(u) *Unified Student Financial Assistance System for Tertiary Education (UniFAST)* refers to the harmonized, state-run and administered system of higher education and technical-vocational scholarships, grants-in-aid, student loans, and other modalities of student financial assistance program under Republic Act No. 10687.

SEC. 4. *Free Higher Education in SUCs and LUCs.* – All Filipino students who are either currently enrolled at the time of the effectivity of this Act, or shall enroll at any time thereafter, in courses in pursuance of a bachelor's degree, certificate degree, or any comparable undergraduate degree in any SUC and LUC shall be exempt from paying tuition and other school fees for units enrolled in: *Provided*, That they pass the entrance examination and other admission and retention requirements of the SUCs and LUCs: *Provided, further*, That all SUCs and LUCs shall create a mechanism to enable students with the financial capacity to pay for their education in the SUC and LUC to voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the school. SUCs and LUCs must report the tuition payments and contributions collected from these students to the CHED: *Provided, finally*, That the amount required to implement the free tuition and other school fees in SUCs and LUCs shall be determined by the respective governing boards of SUCs and LUCs based on the projected number of enrollees for each academic year, which shall be the primary factor in computing the annual proposed budget of SUCs and, in the case of LUCs, the CHED for such purpose. This shall in turn serve as the baseline during the preparation of the annual National Expenditure Program (NEP) by the Department of Budget and Management (DBM).

SEC. 5. *Free TVET in Post-Secondary TVIs.* – All Filipino students who are currently enrolled at the time of the effectivity of this Act, or shall enroll at any time thereafter, in any post-secondary TVET leading to nondegree certificate or diploma programs offered by any state-run TVI under the TESDA shall be exempt from paying tuition and other school fees: *Provided*, That all state-run TVIs shall create a mechanism to enable students with the financial capacity to pay for their education in the TVI to voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the TVI. TVIs must report the tuition payments and contributions collected from these students.

The amount required to implement the free tuition and other school fees in state-run TVIs shall be determined by the governing board of the TESDA based on the projected number of enrollees for each course, which shall be the primary factor in computing for the annual proposed budget of the TESDA for such purpose. This shall in turn serve as the baseline during the preparation of the annual NEP by the DBM.

SEC. 6. *Exceptions to Free Tertiary Education.* – The following students are ineligible to avail of the free tertiary education:

(a) In SUCs and LUCs:

(1) Students who have already attained a bachelor's degree or comparable undergraduate degree from any HEI, whether public or private;

(2) Students who fail to comply with the admission and retention policies of the SUC or LUC;

(3) Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program; and

(b) In State-Run TVIs:

(1) Students who have obtained a bachelor's degree, as well as those who have received a certificate or diploma for a technical-vocational course equivalent to at least National Certificate III and above;

(2) Students who fail in any course enrolled in during the course of the program.

Students ineligible to avail of the free tertiary education shall be charged the tuition and other school fees, as determined by the respective boards of the SUCs and LUCs, and in the case of the state-run TVIs, to be determined by the TESDA.

SEC. 7. *TES for Filipino Students.* – To support the cost of tertiary education or any part or portion thereof, a TES is hereby established for all Filipino students who shall enroll in undergraduate, post-secondary programs of SUCs, LUCs, private HEIs and all TVIs. The TES shall be administered by the UniFAST Board and the amount necessary to fund the TES shall be included in the budgets of the CHED and the TESDA: *Provided*, That prioritization shall be given to students in the following order: (a) students who are part of households included in the *Listahanan* 2.0, ranked according to the estimated per capita household income; and (b) students not part of the *Listahanan* 2.0, ranked according to estimated per capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board: *Provided, further*, That such prioritization shall not apply to Filipino students in cities and municipalities with no existing SUC or LUC campus.

The TES may, among others, and to support the cost of tertiary education or any part or portion thereof, cover the following:

(a) Tuition and other school fees in private HEIs, and private or LGU-operated TVIs, which shall be equivalent to the tuition and other school fees of the nearest SUC or state-run TVI in their respective areas;

(b) An allowance for books, supplies, transportation, and miscellaneous personal expenses, including a reasonable allowance for the documented rental or purchase of a personal computer or laptop, and other education-related expenses;

(c) An allowance for room and board costs incurred by the student;

(d) For a student with a disability, an allowance for expenses related to the student's disability, including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred; and

(e) For a student in a program requiring professional license or certification, the one (1)-time cost of obtaining the first professional credentials or qualifications, which may include the following: application fees, notarial fees, review classes fees, insurance premium fees and documentation fees: *Provided*, That the amount of subsidy shall be based on the guidelines set forth by the UniFAST Board and on the annual budgetary appropriation for this purpose.

SEC. 8. *Student Loan Program for Tertiary Education.* – To support further the cost of tertiary education or any part or portion thereof, a student loan program for tertiary education is hereby likewise established for all Filipino students who shall enroll in a SUC, LUC, private HEI and TVET program in all TVIs registered under the TESDA. The loan program shall be administered by the UniFAST Board and the amount necessary to fund the program shall be included in the budgets of the CHED and the TESDA: *Provided*, That the UniFAST may offer short-term or long-term loans: *Provided, further*, That those who availed of the loan during their undergraduate degree may still avail of another cycle of student loan for their pursuit of graduate studies, including medicine and law after they have fully paid the previously availed loan: *Provided, furthermore*, That those who did not avail of the loan program during their undergraduate studies may avail of it to pursue graduate studies including medicine and law: *Provided, finally*, That those who did not avail of the loan

program during their undergraduate studies may avail of the loan program for their review expenses for licensure examinations administered by the Professional Regulation Commission (PRC).

Repayment shall be effected by incorporating a portion of the loan amount or a percentage thereof in the employee's monthly Social Security System (SSS) or Government Service Insurance System (GSIS) contribution, as the case may be, based on a reasonable schedule of repayment and interest rates, as may be formulated by the UniFAST Board.

Payment of the loan amount will commence once the beneficiary secures any gainful employment with compensation, remuneration or earnings that reaches the Compulsory Repayment Threshold (CRT). For purposes of this Act, the CRT shall be set and reviewed by the UniFAST Board, and adjusted when necessary.

The UniFAST Board, in consultation with relevant agencies, shall formulate loan repayment guidelines for loan beneficiaries whose earnings are not covered by the GSIS or the SSS programs, including those of overseas Filipino workers (OFWs), emigrants, and self-employed persons and professionals (SEPs).

SEC. 9. *Requirements for SUCs and LUCs.* – SUCs and LUCs are hereby mandated to:

(a) Establish a learner information system in accordance with the guidelines to be developed by the CHED in order to facilitate the tracking of students and their performance;

(b) Submit relevant information as determined by the CHED on school quality and performance; and

(c) Formulate and submit to the CHED and to the Joint Congressional Oversight Committee on Universal Access to Tertiary Education created under Section 17 of this Act, a detailed SUC development plan updated every ten (10) years.

which shall include plans for facilities and infrastructure development and expansion.

SEC. 10. *Quality Standards for SUC and LUC Budgets, TES and Student Loan Programs.* – The CHED and the TESDA shall ensure quality standards in the review and consequent endorsement of the budget of the SUCs, LUCs and state-run TVIs, respectively. The detailed design of the TES and student loan programs shall also be subject to similar quality indicators defined by the UniFAST Board.

SEC. 11. *Prohibited Act.* – Upon effectivity of this Act, it shall be unlawful for any person, SUC, LUC and state-run TVI to collect tuition and other school fees from qualified students: *Provided,* That this section shall not apply to collections from students who voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the school.

SEC. 12. *Penalties.* – A violation of the prohibited act under Section 11 of this Act shall be meted a penalty of imprisonment of not less than six (6) months but not more than one (1) year or a fine of not less than Twenty thousand pesos (P20,000.00) but not more than One hundred thousand pesos (P100,000.00), or both, at the discretion of the court. In case of a university, college or any other juridical entity, the penalty shall be imposed on the president, treasurer or the officer or person responsible for the violation.

SEC. 13. *Expansion of the UniFAST Board.* – The UniFAST Board shall be expanded to include the following:

(a) President of the Philippine Association of State Universities and Colleges as Member;

(b) Chairman of the Coordinating Council of Private Educational Associations as Member;

(c) President of the Association of Local Colleges and Universities as Member;

(d) President of the GSIS as a nonvoting Member; and

(e) President of the SSS as a nonvoting Member.

The UniFAST Board is authorized to establish an enhanced organizational structure, staff development and incentives and such other administrative measures needed for the efficient discharge of tasks and commensurate to the level and scope of its responsibilities. It may tap the expertise and management services of eligible service providers subject to the appropriate guidelines promulgated by the UniFAST Board.

SEC. 14. *Reporting Requirements.* – All SUCs, LUCs and state-run TVIs shall submit to the CHED and the TESDA, respectively, within five (5) days after the last day of late registration for each semester, a report detailing the names of students eligible for the free tuition and other school fees in their institutions.

SEC. 15. *Appropriations.* – The amounts necessary to carry out the provisions of this Act, specifically Sections 4, 5, 7 and 8 shall be included in the annual General Appropriations Act (GAA) and shall be appropriated under SUCs, CHED and TESDA in accordance with the provisions of this Act: *Provided,* That an amount equivalent to not more than three percent (3%) of the TES and student loan program for tertiary education provided under this Act may be used as administrative cost under the UniFAST.

SEC. 16. *Other Sources of Funds.* – The national government is hereby authorized to prioritize funding this measure in negotiating and utilizing long-term deeply concessional official development assistance (ODA). Other sources of funds such as grants, donations, collections, and other forms of assistance from local and foreign donors or other public or private entities, and other private domestic and international sources may be tapped and facilitated by the UniFAST Board to support the programs under this Act, subject to the regular auditing guidelines and procedures;

Provided, That in case of donations from foreign sources, acceptance thereof shall be subject to existing government rules and regulations.

SEC. 17. *Joint Congressional Oversight Committee on Universal Access to Tertiary Education.* – There is hereby created a Joint Congressional Oversight Committee to oversee, monitor and evaluate the implementation of this Act.

The Oversight Committee shall be composed of five (5) members each from the Senate and from the House of Representatives, and shall include the following: Chairperson of the Senate Committee on Education, Arts and Culture; Chairperson of the House Committee on Higher and Technical Education; Chairperson of the Senate Committee on Finance; Chairperson of the House Committee on Appropriations; and three (3) members each to be chosen from the membership of the Senate Committee on Education, Arts and Culture and the House Committee on Higher and Technical Education by the Senate President and the House Speaker, respectively, with at least one (1) member each from the minority in the House of Representatives and in the Senate. Funding for the expenses of the Committee shall be taken from the appropriations of both the Senate and the House of Representatives.

SEC. 18. *Implementing Rules and Regulations.* – Within sixty (60) days from the effectivity of this Act, the UniFAST Board, in consultation with the CHED, the TESDA, and other relevant stakeholders in higher and technical education, shall promulgate the implementing rules and regulations necessary to ensure the efficient and effective implementation of this Act: *Provided,* That the failure of the Board to promulgate the said rules and regulations shall not prevent or delay the effectivity and implementation of this Act in accordance with Section 21 hereof.

SEC. 19. *Separability Clause.* – Should any part of this Act be declared unconstitutional or invalid, the other parts or provisions hereof not affected thereby shall continue to be in full force and effect.

SEC. 20. *Repealing Clause.* – All laws, executive orders, presidential decrees, implementing rules and regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SEC. 21. *Effectivity.* – This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in a newspaper of general circulation.

Approved,

PANTALEON D. ALVAREZ
Speaker of the House of Representatives

AQUILINO "KOKO" PIMENTEL III
President of the Senate

This Act which is a consolidation of Senate Bill No. 1304 and House Bill No. 5633 was finally passed by the Senate and the House of Representatives on May 30, 2017 and May 29, 2017, respectively.

CESAR STRAIT PAREJA
Secretary General
House of Representatives

LUTGARDO B. BARBO
Secretary of the Senate

Approved: AUG 0 3 2017

RODRIGO ROA DUTERTE
President of the Philippines

REPUBLIC OF THE PHILIPPINES
PRRD 2016 - 003003

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MEMORANDUM CIRCULAR NO. 01
Series of 2022

TO : **COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL AND CHED REGIONAL OFFICES**
STATE UNIVERSITIES AND COLLEGES (SUCs)
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES (LUCs)
PRIVATE HIGHER EDUCATION INSTITUTIONS (Private HEIs)
OTHER CONCERNED STAKEHOLDERS

SUBJECT: **AMENDED TERTIARY EDUCATION SUBSIDY (TES) GUIDELINES OF 2022**

RATIONALE

The UniFAST Board, by virtue of its authority to administer the TES program under Section 7 of Republic Act No. 10931 or the Universal Access to Quality Tertiary Education (UAQTE) Act, hereby issues these Amended Guidelines, hereinafter referred to as "Guidelines", for the simplified and more efficient implementation of TES.

SECTION 1. COVERAGE

1. These guidelines cover qualified students in Higher Education. The Guidelines for TVET shall be embodied in a separate issuance of TESDA.
2. These guidelines shall cover all State Universities and Colleges (SUCs), CHED-Recognized Local Universities and Colleges (LUCs), and private Higher Education Institutions (HEIs) that are in the CHED Registry of Programs and Institutions.

SECTION 2. DEFINITION OF TERMS

Terms appearing herein shall be understood as to how they are defined in R.A. No. 10931 and its Implementing Rules and Regulations (IRR). In addition thereto, as used in these Guidelines:

1. **Academic term** refers to an entire length of time during which classes for a certain set of subjects are conducted, which could either be a semester or trimester as may be determined by the HEI;
2. **Academic year** refers to either two (2) semesters including a midyear term or three (3) trimesters;
3. **Application Upload File** refers to the file sent to the Land Bank of the Philippines (LBP) in order to store all pertinent information of TES grantees for the processing of LBP card applications;
4. **Comparable undergraduate degree** refers to any higher education degree equivalent to Level 6, regardless of its recommended period of completion, based on the accepted outcomes-based learning and the Philippine Qualifications Framework;
5. **Leave of absence (LOA)** refers to the official withdrawal by a student of his or her enrollment prior to or during the academic term;
6. **Residence** refers to a student's actual stay in a city or municipality for education purposes, whether in a rented unit or a dormitory, or with relatives;
7. **TES-3b** refers to the additional allowance for a student in a program requiring professional license or certification the one (1) time cost of obtaining the first professional credentials or qualifications, which may include the following: application fees, notarial fees, review classes fees, insurance premium fees, and documentation fees;

8. **Transaction Upload File** refers to the file sent to the LBP containing information on the specific accounts to which the LBP shall transfer specific TES amounts; and,
9. **Undergraduate post-secondary program** refers to a bachelor's degree or comparable undergraduate degree taken after high school.

SECTION 3. GROUNDS FOR A STUDENT TO BE INELIGIBLE TO TES

A. For new applicants:

1. Foreign citizens;
2. Non-students;
3. Students enrolled in HEIs or programs not included in the CHED Registry of Programs and Institutions;
4. Students already in their second undergraduate post-secondary program;
5. Students who are already beneficiaries of the Tulong Dunong Program (TDP) and CHED Scholarship Programs (CSPs), and other national government-funded StuFAP;
6. For student-applicants under the PNSL category, those who are not residing in the city or municipality where the HEI is located; and,
7. Applicants who submitted falsified documents.

B. For continuing grantees:

1. Students who fail to enroll for one (1) academic term with no leave of absence (LOA);
2. Students who fail to enroll for at least two (2) academic terms within an academic year;
3. Students suspended by their HEI for one (1) academic term or more;
4. Students expelled from their HEI;
5. Students who fail to qualify under the admission and retention requirements of their HEI, as certified by the HEI;
6. Students who fail to complete their bachelor's degree or comparable undergraduate degree a year after the period prescribed in their program;
7. For continuing grantees under the concluding Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGP-PA), those who transfer to HEIs other than SUCs; and
8. Applicants who submitted falsified documents.

SECTION 4. DOCUMENTARY REQUIREMENTS

Participating higher education institutions (HEIs) must submit electronic copies of the following during the period for submission of documentary requirements to their respective CHED Regional Offices:

A. For new applicants:

1. Certified true copy or electronically-generated copy of the list of enrolled student-applicants with the required student information ***(Annex 1),*** with the attached certified electronically generated Certificate of Registration/Enrolment (CORs/COEs) as proof of enrollment and, if applicable, fees charged by HEI;
2. Certified true copy or electronically-generated copy of the list of enrolled student-applicants who are Persons with Disabilities (PWD) ***(Annex 1)*** with the attached certified copy of their PWD identification card issued by the Persons with Disability Affairs Office (PDAO) of a student's city or municipality; and,

Additional requirement for students enrolled in private HEIs located in municipalities or cities with no SUC or CHED-recognized LUC:

3. Certified true copy or electronically-generated copy of the list of enrolled student-applicants ***(Annex 1)*** with the attached Original Copy of the Certificate of Residency, stating the full name of the student-applicant, address, and date of issuance, duly signed by the Punong Barangay. As an alternative to the Certificate of Residency, an electronic copy of any valid government-issued identification (National ID, LGU-issued ID, Philpost ID, Passport, Driver's License, Voter's ID, etc.) may be submitted, provided that the full name and residence of the student is reflected on said ID.

4. Whenever the funds would allow, a call for new applicants who are not part of the Listahanan shall submit documentation of Proof of Income of all income-earners in the grantee's household, which may be any of the following:
   (a) Latest copy of contract or proof of income for Overseas Filipino Workers and seafarers;
   (b) Employment contract, payslips, latest Income Tax Return (ITR), or Bureau of Internal Revenue Form 2316 for fixed income earners; and,
   (c) Case Study prepared and issued by the licensed Social Welfare and Development Officer of the grantee's city or municipality, especially for income-earners in the informal sector.

   In addition, certificates of Residency of the applicant and all members of his or her household.

B. For continuing grantees:

1. Only the certified true copy or electronically-generated copy of the list of enrolled student-continuing grantees with the required student information, as proof of enrollment and, if applicable, fees charged by HEI ***(Annex 2)***. *The same form of which shall serve as a document for both validation and billing purposes.*

2. For continuing grantees who returns to school after failing to enroll for one academic term but have submitted their respective LOAs, certified true copy or electronically-generated copy of the list of enrolled student- applicants with total number of units enrolled ***(Annex 2),*** with the attached certified electronically generated Certificate of Registration/Enrolment (CORs/COEs) as proof of enrollment and, if applicable, fees charged by HEI and a certified copy of their submitted LOAs.

3. For continuing grantees that are transferees from other HEIs, certified true copy or electronically-generated copy of the list of transferees with a total number of units enrolled as proof of enrollment and, if applicable, fees charged by HEI ***(Annex 2),*** with the attached document (e.g. TES award number) that the student-transferee is a continuing grantee.

   For continuing TES grantees transferring to other HEIs, the following rules shall apply:

   (a) TES Grantees transferring to other HEIs must inform their current HEIs of their desire to transfer and abide by the transfer procedures of both institutions;
   (b) Continuing grantees under the concluding ESGP-PA may only transfer to another SUC;
   (c) Listahanan and Other Grantees may transfer from one HEI to another, provided that the new HEI is in the CHED Registry of Programs and Institutions; and,
   (d) PNSL grantees that are not in the Listahanan Category may only transfer to another PNSL HEI, provided that the said HEI is in the CHED Registry of Programs and Institutions and the grantee is residing in the same municipality or city where the new Private HEI is located.

C. For availment of TES-3B:

Letter of availment for TES-3B addressed to the CHED Regional Office ***(Annex 3)***, containing a summary list of allowable expenses with their corresponding actual amount and official receipt or acknowledgment receipt, as the case may be, with any of the following attached documents, as claimed:

1. Professional Regulation Commission application form or examination fees;
2. OR/AR for notarial fees;
3. OR for Review Center fees;
4. OR for insurance premium fees;
5. OR for issuance of Transcript of Records and Certificate of Good Moral Character;
6. OR for issuance of PSA, BIR, and NBI documents as needed, which may include all or any of the following: Birth certificate, Marriage Certificates, Documentary Stamps, NBI Clearance, and the like, and,
7. OR/AR of other entities or institutions for expenses necessary to comply with the requirements for licensure examinations.

Reimbursements for TES3B shall be actual claims and shall in no way exceed the amount as determined by the UniFAST Board.

In case of doubt, nothing in these guidelines may prevent the CHED Regional Offices to require the submission of additional documents to further verify the authenticity of the submitted documents.

SECTION 5. TIMELINE FOR THE SUBMISSION OF APPLICATIONS FOR HEIs

1. Upon the annual call for applications issued by the UniFAST Secretariat, HEIs shall be given a period of not more than three (3) weeks for the submission of lists of TES applicants and in addition, a period of not more than four (4) weeks for submission of documentary requirements. Participating HEIs shall import to the UniFAST HEI Partner's Online Portal the list of TES applicants using the Secretariat's standard template ***(Annex 1)***. No application shall be processed unless the applicant's name is included in the list of TES applicants submitted through said Portal. The HEI must ensure that all those included in the list of applicants possess the qualifications and none of the exceptions to TES as stated in the Guidelines.

   Said standard template must contain, at the minimum, fields for the student's last name, given name, student ID number, sex, birthdate, complete program name, year level, parents' last name, given name, and middle name, residence address, total assessment, disability (if applicable), contact number, and, email address

2. The HEI Partner's Portal shall be opened for submission of applications only once in an academic year. Unless with approval of the Executive Director in cases where there is the limited submission of applications, in no way shall the Portal be opened again to accommodate submissions after the deadline.

3. Application shall in no way be construed as automatic eligibility to the TES program.

4. In cases where there appears an excessive number of applicants in an HEI, the CHEDROs, upon exercise of due diligence and finding of regularity in the number of applicants, will certify to the Secretariat that the number of applications is within the carrying capacity of the HEI.

SECTION 6. BILLING AND DISBURSEMENT

1. Upon completion of verification and validation processes, the CHED Regional Offices shall submit to the UniFAST Secretariat the electronic copy of their respective Certification of Total TES beneficiaries per HEI generated from the Portal, prepared by the UniFAST Regional Coordinators, certified by the Chief Education Program Specialist, and approved by the CHED Regional Director, serving as certification by the CHED Regional Office that the TES Grantees contained therein are qualified to receive the benefits of TES ***(Annex 4);***

2. Based on the master list of grantees, the HEIs shall then submit billing statements to the CHED Regional Offices using the billing form provided (see ***Annex 2 for continuing grantees; see Annex 5 for new grantees).*** Thereafter, based on the billing form submitted by HEIs and as verified by the CHED Regional Offices, payments will be disbursed to the grantees through their respective HEIs.

3. Simultaneous with the completion of verification and validation processes, the Secretariat shall inform the HEIs through the HEI's Portal of the applicants validated and verified to be eligible as TES grantees, with instruction to students to create accounts with the Land Bank of the Philippines (LBP) through the TES Grantees Portal.

4. The UniFAST Secretariat shall conduct verification of the data entries in the TES Grantees Portal and Know Your Client (KYC) information of said grantees.

   Thereafter, it shall generate and transmit to LBP via Secure File Transfer Protocol (SFTP) or other secure means the electronic copies of duly accomplished Application Upload Files and Enrollment Forms from the TES Grantees Portal for the production of LBP cards of TES grantees.

   Upon advice from the LBP, the Secretariat shall notify the TES Grantees of the availability of their cards in their designated LBP branches or HEIs, whichever is applicable.

   The TES grantees shall accomplish the Card Claim Form and shall sign in the "Received by" portion upon receipt of the LBP card and proceed to the LBP ATM for card activation.

5. **Alternative Modes of Payment of TES.** If for any reason, the TES may not be disbursed in accordance with the above, the CHED Regional Offices may resort to any of the following modes of payment that would most expeditiously allow TES grantees to receive their benefits:

   (a) Direct cash or check payouts to grantees;
   (b) Disbursement of grants in the form of check or LDDAP-ADA to the HEIs, which may release TES at no cost to the grantees through any of the following:
      (i) Direct cash or check payouts;
      (ii) Wire transfer;
      (iii) Payment through electronic or digital means, including but not limited to e-wallets;
      (iv) Cash card payments;
      (v) Money remittance; or,
      (vi) Any other mode to expedite the distribution of said grants.

   HEIs must record the disbursement of TES funds. Said record must contain the amount of TES-1, TES-2, TES-3a, and TES-3b, whichever is applicable.

6. HEIs must maintain a separate bank account with the Land Bank of the Philippines, for

proper account management of TES.

7. HEIs must issue official receipts for every amount received from the CHED Regional Office in relation to the implementation of TES.

8. HEIs must revert to the Cashier of the CHED Regional Offices for any excess fund transfers, if applicable.

9. In the event that a TES grantee dies, the relative nearest in degree (e.g. the grantee's parents) may claim the TES upon presentation either to the CHED Regional Office or HEI wherever the funds are already transferred the Claim Form ***(Annex 6)*** with the grantee's Certificate of Death, government-issued IDs of the claimants, and other documentation that establishes the relationship of the claimants to the grantee.

10. All CHEDROs are enjoined to disburse funds to the HEIs using the Advice to Debit Account (ADA) under DBM Circular Letter No. 2018-14 dated December 28, 2018.

SECTION 7. LIQUIDATION

1. Liquidation of Funds Transferred to SUCs, CHED-Recognized LUCs, and Private HEIs

   For proper reporting on the release of funds, SUCs, CHED-Recognized LUCs, and Private HEIs should prepare and submit to the CHED Regional Offices within 90 days after the end of the 2nd semester of the academic calendar the following documents:

   (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 7);***
   (b) Report of Checks Issued with supporting documents for ASC, signed by Disbursing Officer, approved by the Finance Officer or Authorized Official ***(Annex 8)***;
   (c) Official receipts and other pertinent documents to substantiate the use of ASC;
   (d) General Payroll duly signed by the recipients of TES (***Annex 9***);
   (e) If disbursed through alternative modes under Section 6 (5) of these guidelines, RCI for TES, signed by the Cashier if released through check (***see Annex 8***); payroll register, if released through the bank; or transaction receipt, if released through any other alternative modes.
   (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.
   (g) For private HEIs, certification of the summary list of notarized TES Sharing Agreement between the TES grantee and the private HEI, which Agreement shall be executed only once upon receipt of their TES award number (**Annex 10**).

2. Any subsequent fund releases for SUCs, CHED-Recognized LUCs, and Private HEIs shall be withheld pending the submission of the herein required liquidation report.

3. Any unused funds should be returned to CHEDROs together with the liquidation report.

4. The liquidation of funds transferred to SUCs and CHED-Recognized LUCs shall be subject to the usual government accounting and auditing rules and regulations.

SECTION 8. SANCTIONS AND PENALTIES

After proper procedures were undertaken to conduct a fact-finding investigation of reported

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 Director, 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 to maintain the TES availment of said HEI's 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;

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 10687;

5. If any act or omission committed by an HEI or TES grantee in relation to the enjoyment of TES constitutes as a crime, persons liable shall be prosecuted against under the relevant penal statute; and

6. Such other penalties or sanctions as may be approved by the UniFAST Board.

SECTION 9. ADVOCACY AND PROMOTIONS

The Secretariat and CHED Regional Offices, in coordination with the UniFAST Board Members particularly the DepEd, NYC, PASUC, ALCU, and COCOPEA, and other institutions or entities shall regularly conduct advocacy and promotions campaigns to ensure that information about the TES, including but not limited to its benefits, terms of availment and processing period shall attain the widest reach and are known to participating HEIs and TES grantees.

SECTION 10. INTERPRETATION CLAUSE

All doubts in the implementation, interpretation, and construction of the provisions of these Guidelines and the provisions of R.A. No. 10931 and its IRR relating to TES shall be resolved in favor of a deserving TES grantee and the optimized utilization of government resources in education.

SECTION 11. SEPARABILITY CLAUSE

Should any part of these Guidelines be declared unconstitutional or invalid, the other parts or provisions hereof not affected shall continue to be in full force and effect.

SECTION 12. REPEALING CLAUSE

Any provisions of the following issuances that are inconsistent with any provisions of these Guidelines are hereby amended, modified, or repealed accordingly:

1. UniFAST Memorandum Circular No. 04, series of 2018 or the Guidelines on the Implementation of TES for Filipino Students;
2. UniFAST Memorandum Circular No. 01, series of 2019 or the Guidelines on the TES Disbursements and Monitoring System for Private HEIs with Validated TES Grantees During the Transitory Period in Academic Year 2018-2019;

3. CHED-UniFAST-DBM Joint Memorandum Circular No. 07, series of 2019 or the Guidelines on the Tertiary Education Subsidy (TES) Program Pursuant to Special Provision No. 03, CHED Budget on Republic Act No. 11260 Also Known as the General Appropriations Act of FY 2019;
4. CHED-UniFAST-DBM Joint Memorandum Circular No. 04, series of 2020 or the Enhanced Guidelines on the TES Program; and,
5. UniFAST Memorandum Circular No. 01, series of 2021 or the Supplemental Guidelines on the Disbursement of Additional Grants for Tertiary Education Subsidy (TES) Beneficiaries in Programs Requiring Professional License or Certification or TES-3B.

Further, all other existing Memorandum Circulars, memoranda, and orders contrary to or inconsistent with any of the provisions of these Guidelines are hereby repealed or modified accordingly. All other provisions not affected by this amendment shall remain in full force and effect.

SECTION 13. EFFECTIVITY CLAUSE

These guidelines shall take effect starting AY 2021-2022.

Approved by the UniFAST Board through UniFAST Board Resolution No. 2022-007 issued in its 39th Regular Meeting on January 28, 2022

Signed this 28th day of January 2022.

UniFAST Board:

J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education and
Unified Student Financial Assistance
System for Tertiary Education Board

Attested by:

ATTY. RYAN L. ESTEVEZ
Officer-In-Charge, Office of the Executive Director IV
UniFAST Secretariat

MEMORANDUM CIRCULAR NO. 03
Series of 2024

TO : **COMMISSION ON HIGHER EDUCATION (CHED)**
CENTRAL AND REGIONAL OFFICES
STATE UNIVERSITIES AND COLLEGES (SUCs)
CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES
PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs)
UniFAST SECRETARIAT

SUBJECT : **REVISED GUIDELINES ON THE IMPLEMENTATION OF THE TULONG DUNONG PROGRAM UNDER UAQTEA FOR STATE UNIVERSITIES AND COLLEGES, CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES AND PRIVATE HIGHER EDUCATION INSTITUTIONS**

RATIONALE

These Revised Standardized Guidelines are issued in order to:

1. Ensure that appropriations for Tulong Dunong Program (TDP) are properly administered and implemented according to its purpose;
2. Establish uniform set of rules for the implementation of the Tulong Dunong Program (TDP) under UAQTEA for all higher education institutions;
3. To reflect the necessary amendments to the Tulong Dunong Program policies as approved by the UniFAST Board; and
4. Facilitate and expedite the validation and disbursement of grants to new and continuing TDP grantees for the 2nd semester of Academic Year 2023-2024 and onwards, thereby addressing the bottlenecks in the operations in the CHED Regional Offices

Section 1. QUALIFICATION REQUIREMENTS

An applicant for this grant must be a Filipino citizen and may be classified as any one of the following:

1.1 **NEW TDP APPLICANTS**. New TDP applicants must be enrolled in any first undergraduate degree in SUCs, CHED-Recognized LUCs or Private HEIs that are in the CHED Registry of Programs and Institutions and with Memorandum of Agreement (MOA) with CHED-UniFAST.

1.2 **CONTINUING TDP GRANTEE**. A continuing grantee must be a TDP beneficiary in the previous semester or academic year with a corresponding TDP Award number and is currently enrolled in the present semester of an Academic year, in any SUCs, CHED-Recognized LUCs or Private HEIs that are in the CHED Registry of Programs and Institutions and with Memorandum of Agreement (MOA) with CHED-UniFAST.

Section 2. APPLICATION PROCEDURES

2.1 **APPLICATION FOR NEW TDP GRANT**. The call for applications shall be issued within the first or second semester of each academic year. Said call shall include the submission of initial list of TDP applicants and their documentary requirements. When necessary, the UniFAST Secretariat, though the Office of the Executive Director, may

extend the submission of applications and documentary requirements. New Applicants must submit an accomplished TDP Application Form to partner implementers through the UniFAST Central Office, in any CHED Regional Offices or in their respective HEIs.

2.2 **VALIDATION OF CONTINUING TDP GRANTEES**. Continuing TDP Grantees, except those who transferred to other HEIs, shall not be required to re-apply but shall be validated and verified under Section 3.2 of this guidelines.

Section 3. DOCUMENTARY REQUIREMENTS

3.1 NEW TDP applicants shall submit the TDP Application form together with the Original/Certified True Copy or electronically-generated copy of the Certificate of Enrollment (COE) or Certificate of Registration (COR) and original copy of Certificate of Indigency issued by the Punong Barangay where the applicant resides. *In cases only when the Certificate of Indigency cannot be secured, Certificate of Tax Exemption or Social Case Study issued by a registered Social Worker may be submitted.*

3.2 The Enrollment List (EL) as required under Section 86 of CMO no. 40 Series of 2008 for Private Higher Education Institutions (PHEIs) and under CMO no. 30 Series of 2009 for State Universities and Colleges (SUCs) and CHED-Recognized Local Universities and Colleges (LUCs), certified by the school registrar and/or attested by the school head of the respective HEI submitted to the respective CHED Regional Office shall be the basis for validation of CONTINUING TDP Grantees.

3.3 Documentary Requirements for returning TDP grantees and TDP transferees shall be governed by the provisions of 6.4 and 6.5 hereof.

Section 4. TDP GRANT AMOUNT

A TDP grantee shall receive the amount of **Seven Thousand Five Hundred Pesos (PhP 7,500.00)** per semester or **Fifteen Thousand Pesos (Php15,000.00)** per academic year, unless otherwise provided by the UniFAST Board.

Section 5. MANAGEMENT FEE

5.1 To cover the administrative expenses for the processing and disbursement of the TDP grants of the qualified students, there shall be a management fee, previously referred to as administrative support cost (ASC), of one percent (1%) of the total TDP of the students of the HEI equivalent to Php75.00 per student per semester or Php150.00 per Academic year. The management fee of 1% shall be on top of the TDP grant of the students and shall be divided equally between the HEI where the student is enrolled and the CHED Regional Office with jurisdiction over the HEI and TDP grantee.

5.2 The Management Fee shall be disbursed separately by the CHED Regional Office to the HEI and the HEI shall only issue an Official Receipt for the purpose of liquidation of the same.

5.3 In cases when the HEI have not submitted the complete liquidation report of the TDP grants of the students, the CHED Regional Office may withhold the disbursement of the Management Fee until the complete liquidation report shall have been submitted to the CHED Regional Office concerned.

5.4 The rules on liquidation on ASC of TDP is hereby repealed accordingly.

Section 6. VALIDATION AND VERIFICATION

6.1 **VALIDATION OF NEW TDP APPLICANTS.** The UniFAST Central Office shall conduct initial assessment and verify that the applicants have all the necessary requirements and qualifications to qualify for the Tulong Dunong Program. Thereafter, the UniFAST Central Office shall endorse list of applicants through the portal to the CHED Regional Offices for validation. Finally, the CHED Regional Offices shall endorse the said masterlist to the respective HEIs for checking and billing purposes. The UniFAST Central Office and the CHED Regional Office shall both check that applicants have no existing nationally-funded government student financial assistance programs (StuFAPs) and shall refer to the manual of operation of the program. In lieu of the requirement for a maximum load per semester, the maximum residency rule shall be strictly imposed.

6.2. **VALIDATION OF CONTINUING TDP GRANTEES.** Ongoing or Continuing TDP grantees shall be validated by the CHED Regional Offices using the Enrollment List and Promotion Report (ELPR), as certified by the school registrar and attested by the school head and submitted by HEIs to the CHED Regional Offices. In lieu of the requirement for a maximum load per semester, the maximum residency rule shall be strictly imposed.

6.4 **RETURNING STUDENTS**. For CONTINUING Grantees who returns to school after failing to enroll for one academic term but have submitted their respective LOAs, said grantee shall be included in the ELPR to be submitted by the HEI with an attached certified electronically generated COR or COE as proof of enrollment and a certified copy of their submitted LOAs.

6.5 **STUDENT TRANSFERREES**. For CONTINUING TDP Grantees that are transferees from other HEIs, said grantee shall be included in the ELPR to be submitted by the HEI with an attached certified electronically generated COR or COE as proof of enrollment. Continuing TDP grantees shall only transfer to any SUC, CHED-Recognized LUC or any PHEI that are in the CHED Registry or Programs and Institutions.

Section 7. BILLING, DISBURSEMENT PROCESS AND ISSUANCE OF NOTICE OF AWARD

7.1 Upon receipt of the billing forms from the HEIs, the CHED Regional Office shall prepare the Obligation Request and Status (ORS) duly signed by the CHED Regional Director, in order to release the TDP benefits though the respective HEIs. The Management Fee shall be billed separately from the TDP grants of the students.

7.2 All CHEDROs are enjoined to disburse funds to the HEIs using the Advice to Debit Account (ADA) under DBM Circular Letter No. 2018-14 dated December 28, 2018. In cases allowed by the UniFAST Board through the Office of the Executive Director, other modes of payment and disbursement may be resorted to, including but not limited to, individual payouts to students.

7.3 HEIs notifies qualified applicants and requires them to sign the individual Notice of Award (NOA) before they disburse the grants to the qualified grantees. The NOA must be submitted back to the CHED Regional Offices.

Section 8. LIQUIDATION PROCEDURE

8.1 For proper liquidation of funds transferred to SUCs, CHED-Recognized LUCs or Private HEIs, the HEI concerned shall submit to the CHED Regional Office within 90 days from receipt of funds, the following documents:

a. **Fund Utilization Report (FUR)** duly certified by Accountant and/or the Vice President for Finance, duly certified by the internal/external auditor and approved by the President or administrator of the HEI;

b. An **Official Receipt**, signed by the Finance Officer or Authorized Official of the HEI, as the sole document as proof of receipt and to liquidate the corresponding Management Fee (MF);

c. **General Payroll** duly signed by the recipients of TDP;

d. If disbursed through alternative modes, RCI for TDP, signed by the Cashier if released through check; payroll register, if released through bank; or transaction receipt, if released though other alternative modes (GCash, Paymaya, money transfer, etc.)

e. Photocopy of Identification card of the student with three (3) 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. In case where the student cannot claim personally the TDP grant, the student shall issue an authorization letter to a parent or nearest kin with the attached photocopy of the ID with three (3) specimen signature of the grantee and the ID with three specimen signature of the authorized relative to claim the TDP grant.

8.2 Any subsequent fund releases of the Management Fee shall be withheld pending the submission of the herein required liquidation report.

8.3. The TDP grant of the student shall be received by the grantee or his/her authorized representative within thirty (30) days upon receipt of the funds by their respective HEIs. Any TDP grant not received by the grantee within 90 days upon receipt of the HEIs, in cases where the TDP grantee cannot be located, shall be returned to the CHED Regional Office.

Section 9. GROUNDS FOR TERMINATION OF GRANTS

The following shall be grounds for termination of grants:

9.1 Failure to meet the admission and retention policies of the HEI where the grantee is enrolled;

9.2 Failure to enroll for one (1) academic term with no leave of absence (LOA);

9.3 Failure to enroll for at least two (2) academic terms within an academic year;

9.4 Failure to submit information to the concerned CHEDRO on dropping out from school, deferment of the grant, or transferring to another program or HEI;

9.5 Suspension of grantee by his/her HEI for one (1) academic term or more;

9.6 Expulsion of the grantee from the HEI;

9.7 Failure to complete their bachelor's or comparable undergraduate degree a year after the period prescribed in their program pursuant to the maximum residency rule;

9.8 Grantee who have been found to have submitted falsified document/s;

9.9 Availment of multiple national government-funded financial assistance programs, except for Free Higher Education in SUCs and LUCs under RA 10931 or the Universal Access to Quality Tertiary Education Act. Further, as provided by the UniFAST Board, any student who is a recipient of any one-time grant or subsidy such as Assistance to Individuals in Crisis Situation (AICS) of DSWD, Student Monetary Assistance for Recovery and Transition (SMART) or the like, shall be eligible to apply for the TDP or shall not be delisted as continuing TDP Grantee, provided that continuing grantees shall

not receive TDP and SMART grants on the same semester. In no way shall the grantee receive both TDP grant and SMART grant at the same semester. Continuing TDP grantees shall continue to receive his/her TDP grant in the succeeding semester up to the allowed duration pursuant to the Maximum Residency Rule.

Section 10. SANCTION FOR VIOLATIONS OF THE GUIDELINES

Any violation of these guidelines shall be dealt with in accordance with applicable laws, including but not limited to termination of the Memorandum of Agreement (MOA) with the erring partner HEI.

Section 11. RESOLUTION OF ISSUES

All doubts in the implementation, interpretation, and construction of the provisions of these Guidelines shall be resolved in favor of a deserving student and the optimized utilization of government resources.

Section 12. SEPARABILITY CLAUSE

If any part or provision of these guidelines is declared void or unconstitutional by operation of law or rules and regulations, the same shall apply only to that specific provision and the remaining clauses/provisions shall subsist and remain valid and enforceable.

Section 13. REPEALING CLAUSE

All other existing issuances, memorandum circulars, orders, and memoranda that are contrary to or inconsistent with any of the provisions of this Memorandum Circular shall be deemed repealed or modified accordingly.

Section 14. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

Approved by the UniFAST Board through Board Resolution No. 2024-031 issued in the Board's 47th Regular Meeting on October 8, 2024.

Signed on NOV 14 2024.

UniFAST Board:

J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education and
the UniFAST Board

Attested by:

ATTY. RYAN L. ESTEVEZ, DPA
OIC Executive Director IV
UniFAST Secretariat