



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
**REGIONAL OFFICE XI**  
Loyola St., Obrero, Davao City



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**MEMORANDUM FROM THE REGIONAL DIRECTOR**

No. 005 s. 2022

FOR : PRESIDENTS / HEADS / OFFICERS-IN-CHARGE OF PRIVATE AND STATE UNIVERSITIES AND COLLEGES IN REGION XI

ATTENTION : CHED-STUFAPS COORDINATORS

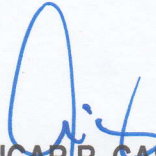
SUBJECT : PRESCRIBED LIQUIDATION FORMAT FOR THE STUDENT FINANCIAL ASSISTANCE PROGRAMS (STUFAPS)

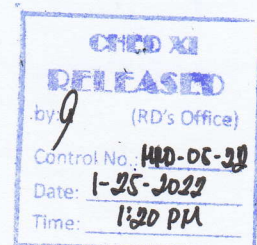
DATE : JANUARY 24, 2022

In accordance with the pertinent provisions of CHED Memorandum Order (CMO) No. 08 s. 2019 "Policies and Guidelines for CHED Scholarship Programs (CSPs)", CMO No. 30 s. 2016 "Implementing Guidelines for the Scholarship Grant Program for Children and Dependents of Sugarcane Industry Workers and Small Sugarcane Farmers", and CMO No. 02 s. 2020 "Amendments to Sections III, IV, V, VI, and VII of CMO No 30 s. 2016 entitled "CMO No. 30 s. 2016 "Implementing Guidelines for the Scholarship Grant Program for Children and Dependents of Sugarcane Industry Workers and Small Sugarcane Farmers (SIDA-SGP)", all Higher Education Institutions with grantees under the CHED Scholarship Programs (CSPs) and SIDA-SGP are required to submit the LIQUIDATION REPORT on the disbursement of funds received for payment of financial benefits of grantees.

Hence, the template to be used for the submission of the required document in electronic and hard copies on or before **February 28, 2022**, is hereby attached. For more information, the CHED Regional Office XI StuFAPs unit may be contacted at: (082) 295-3418 or email: [chedscholarshipxi@ched.gov.ph](mailto:chedscholarshipxi@ched.gov.ph).

For information and compliance, please.

  
MARICAR R. CASQUEJO, Ph. D., CESO III  
Director IV







**COMMISSION ON HIGHER EDUCATION**  
 Regional Office XI  
 Loyola St. Bo. Obrero, Davao City

ANNEX C

## LIQUIDATION REPORT

School : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Region : \_\_\_\_\_  
 Date : \_\_\_\_\_

**PAYMENT DETAILS:**  
 REF No. : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 AMOUNT : \_\_\_\_\_

Seq.	Award No. per NOA	Type of StuFAP	Last	First	Extension Name	Middle	Sex	Course	CY /Level	Financial Benefits Received	ACKNOWLEDGEMENT	
											Signature	Date
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Attachments: Photocopy of OR issued to CHED, Photocopy of Billing Report attached to the CHED Disbursement Voucher

Prepared by: \_\_\_\_\_  
 Noted by: \_\_\_\_\_  
 Approved by: \_\_\_\_\_

Scholarship Coordinator  
 Chief Accountant / Finance Officer  
 President / Head of Office