



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE XI

**MEMORANDUM FROM THE REGIONAL DIRECTOR**

No. 090, S., 2022

To : **PRESIDENTS/ AUTHORIZED REPRESENTATIVES**  
State Universities and Colleges (SUCs)  
CHED-Recognized Local Universities and Colleges (LUCs)  
Private Higher Education Institutions (PHEIs)

Attention : **REGION XI SCHOLARSHIP FOCAL PERSONS**

Subject : **APPLICATION FOR LEAVE OF ABSENCE**

Date : **June 28, 2022**

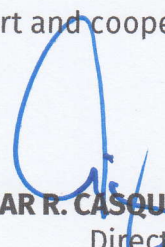
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Pursuant to the issuance of UniFAST Memorandum Circular (MC) Nos. 01 and 02 series of 2022, otherwise known as the "Amended Tertiary Education Subsidy (TES) Guidelines of 2022" and "Amendments to Memorandum Circular No. 02, series of 2021 entitled "Guidelines on the Implementation of the Tulong Dunong Program for Academic Year 2020-2021 and Onwards", respectively, this Office hereby disseminates the attached template/form for Leave of Absence (LOA) to be submitted by the Tertiary Education Subsidy (TES) and Tulong Dunong Program (TDP) Continuing grantees as their official withdrawal of enrollment prior to or during the academic term as stipulated in Section 4.b.2 and Section 3.6.2.1.b.i of the said MCs.

Kindly submit the completed forms **on or before July 15, 2022** for TES and TDP grantees who return to school after failing to enroll in **1<sup>st</sup> Semester AY 2021-2022**, and **on or before July 22, 2022 for 2<sup>nd</sup> Semester AY 2021-2022**.

For your questions or clarifications relevant to this, you may contact the undersigned through these contact details: [unifastro11@ched.gov.ph](mailto:unifastro11@ched.gov.ph), and (082) 295-3418 loc. 108.

Thank you in anticipation of your usual support and cooperation.

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

Name of HEI  
Address of HEI

## APPLICATION FOR LEAVE OF ABSENCE

### STUDENT INFORMATION

FULL NAME: \_\_\_\_\_ STUDENT NO.: \_\_\_\_\_  
(Last, First, M.I., Extension if any)

E-mail Address: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Year Level: \_\_\_\_\_ College: \_\_\_\_\_

Please check if you are a grantee of the following UniFAST Programs:  TES  TDP  FHE

TES/TDP Award No. \_\_\_\_\_

### LEAVE OF ABSENCE INFORMATION

Date of Filing: \_\_\_\_\_ Effectivity of LOA: \_\_\_\_\_ Sem/Term, AY 20\_\_\_\_ - 20\_\_\_\_

REASON/S FOR LEAVE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected Sem/Term of Return:

1<sup>st</sup> Sem/Term  2<sup>nd</sup> Sem/Term  3<sup>rd</sup> Term/Summer AY 20\_\_\_\_ - 20\_\_\_\_

\*\* For UniFAST Student grantees (if applicable):

I fully understand that my name will be delisted from the Master List of Beneficiaries if I fail to enroll in more than one academic term within the academic year.

\_\_\_\_\_  
Signature Over Printed Name

### SCHOOL OFFICIAL'S SIGNATURE

RECOMMENDATION:  Approved  
 Disapproved

ACTION:  Approved  
 Disapproved

\_\_\_\_\_  
[Signature Over Printed Name]  
PROGRAM/DEPARTMENT HEAD

\_\_\_\_\_  
[Signature Over Printed Name]  
DEAN

Noted by:

\_\_\_\_\_  
[Signature Over Printed Name]  
REGISTRAR

REMARKS:

Note:

1. This is a LOA template that may be modified to suit HEI's institutional policies on admission and retention.
2. HEIs with an institutional policy and available LOA template need not use this suggested template.