

COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE XI

MEMORANDUM FROM THE REGIONAL DIRECTOR

No. 4 s., 2022

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

Subject: **FOLLOW UP SUBMISSION OF 2nd SEMESTER ACADEMIC YEAR**
2020-2021 VALIDATION REPORT AND CONSOLIDATED LEAVE OF ABSENCE (LOA)

Date : **May 11, 2022**

In accordance with the pertinent provisions of Section 4 of UniFAST Memorandum Circular No. 01 series of 2022 relative to the implementation of Tertiary Education Subsidy (TES), Higher Education Institutions (HEIs) are enjoined to submit documentary requirements stipulated in the guidelines of the said program.

Anent to this, **HEIs must submit the soft copy of the requirements for TES Validation for the 2nd Semester of Academic Year (AY) 2021-2022 on or before May 17, 2022 and the hard copy on or before May 20, 2022.** The documentary requirements are the following:

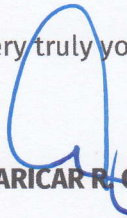
- a) Validation Report for 2nd Semester AY 2021-2022; and
- b) Consolidated Leave of Absence (LOA) for students who were enrolled in 1st Semester AY 2021-2022 but returned to 2nd Semester AY 2021-2022.

To generate the TES 2nd Semester 2021-2022 List for the Validation Report, kindly follow the steps indicated through this link: <https://jpst.it/20qUx>. Failure to comply with the said requirements will result to unvalidated student-grantees and will be removed from the TES Master list for the 2nd Semester AY 2021-2022.

For questions and concerns, Mr. Mark Joseph Castañeda of the Scholarship Unit may be contacted through telephone number (082) 295-3418 loc. 101 or through validation.unifast11@ched.gov.ph.


Thank you in anticipation of your usual support and favorable action.

Very truly yours,


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

Control Number: 2022- - - -

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