



Republic of the Philippines  
**COMMISSION ON HIGHER EDUCATION**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**



**JOINT MEMORANDUM CIRCULAR (JMC) NO. 04 s. 2019**

**FOR : CHED CENTRAL AND REGIONAL OFFICES  
DBM CENTRAL AND REGIONAL OFFICES  
HIGHER EDUCATION INSTITUTIONS (HEIs)  
AND OTHER CONCERNED STAKEHOLDERS**

**SUBJECT : REVISED IMPLEMENTING GUIDELINES OF THE CHED-TULONG  
DUNONG PROGRAM (CHED-TDP)**

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**RATIONALE**

The Revised Implementing Guidelines of the Tulong-Dunong Program (TDP) are jointly issued by the Commission on Higher Education (CHED) and the Department of Budget and Management (DBM), with the following purposes:

- a. To eliminate multiple awards to new and ongoing TDP grantees;
- b. To broaden the target beneficiaries by raising the required annual gross family income, in response to the needs of the times;
- c. To modify the package of financial benefits, to supplement the rising cost of higher education and provide a reasonable financial assistance; and
- d. To ensure that the appropriations are properly administered and implemented for Academic Year (AY) 2019-2020 and onwards.

**Section 1. POLICY STATEMENT**

Pursuant to the mandates of CHED under Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994"; JMC No. 2017-2, the "Implementing Guidelines of the TDP based on Special Provision No. 5 of CHED Budget under RA No. 10924, the General Appropriations Act (GAA) of FY 2017" dated 29 May 2017; JMC 2017-2A entitled, "Amendment to the Guidelines of CHED-TDP" dated 29 September 2017; the Special Provisions of TDP under RA No. 11260, the GAA for FY 2019; and the Commission En Banc (CEB) Resolution No. 306-2019 dated 21 May 2019, these Revised Implementing Guidelines are hereby issued for the proper implementation of the TDP.

**Section 2. PROGRAM TITLE**

The financial assistance shall be known as the CHED-Tulong Dunong Program (CHED-TDP).

**Section 3. OBJECTIVE**

CHED-TDP aims to provide financial assistance to qualified and deserving students.

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#### **Section 4. COVERAGE**

The CHED-TDP is intended for the new grantees who are enrolled or will enroll in any curriculum year level in CHED-recognized programs of Private Higher Education Institutions (Private HEIs), or State Universities and Colleges (SUCs)/Local Universities and Colleges (LUCs) with Certificate of Program Compliance (COPC).

For Academic Year 2019-2020, the existing or ongoing TDP grantees shall be covered under the Tertiary Education Subsidy, as specified in Special Provision No. 3 in Volume I-B, Universal Access to Quality Tertiary Education (UAQTE) budget.

#### **Section 5. FINANCIAL BENEFITS**

A student-grantee shall be entitled to Fifteen Thousand Pesos (Php15,000.00) financial assistance per academic year, which may be used to support the cost of higher education expenses (i.e., educational and cost of living allowance).

#### **Section 6. QUALIFICATION REQUIREMENTS**

The qualification requirements are as follows:

- 6.1 Filipino citizen;
- 6.2 High school graduates; or college students with earned units in CHED-recognized programs of Private HEIs, SUCs or LUCs with COPC with at least a passing general weighted average (GWA); or passer of Alternative Learning System (ALS)/ Philippine Educational Placement Test (PEPT); and
- 6.3 With combined annual gross income of parents/guardian which shall not exceed Four Hundred Thousand Pesos (PhP400,000.00).

#### **Section 7. APPLICATION PROCEDURES, DOCUMENTARY REQUIREMENTS, AND RANKING AND SELECTION CRITERIA**

##### **7.1 Application Procedures**

7.1.1 Student-applicant submits the accomplished CHED-TDP Application Form directly to the concerned CHED Regional Office (CHEDRO) where they graduated in high school, together with the required documents, in accordance with the mode prescribed by the CHEDRO concerned based on the prescribed timelines in Section 14.1.

In case an application is filed online, the application together with the supporting documents, must be submitted to the concerned CHEDRO in PDF format, subject to further verification against the original documents, if necessary.

The application form together with the supporting documents, may also be submitted through courier.

Deadline of submission for all applications to CHEDRO concerned shall be on September 30, starting AY 2019-2020.

7.1.2 CHEDRO evaluates the documents, prepares ranklist of qualified applicants and masterlist of grantees;

7.1.3 CHEDRO sends the individual Notice of Award (NOA) to the applicant or notifies the list of awardees through HEIs; and

7.1.4 Applicant accepts the NOA.





## 7.2 Documentary requirements

### 7.2.1 Academic Requirements

- a. For Incoming Freshmen students eligible for college – high school report card;
- b. For Applicants with Earned Units in college in CHED-recognized programs of Private HEIs and SUCs/LUCs with COPC – duly certified true copy of grades for the latest semester/term attended;
- c. For Other Applicants
  - ALS Passer – duly certified copy of ALS Accreditation and Equivalency Test Passer Certificate; and
  - Philippine Educational Placement Test (PEPT) Passer – duly certified copy of PEPT Certificate of Advancing to the Next Level.

### 7.2.2 Income Requirements (whichever is applicable)

- a. Latest Income Tax Return and Bureau of Internal Revenue Form 2316 for fixed income earners of parents/guardian, if employed;
- b. Certificate of Tax Exemption from the BIR of parents/guardian, if not employed;
- c. Certificate of Indigence from the Barangay concerned;
- d. Certificate of Indigence/Case Study from the Department of Social Welfare and Development; or
- e. Latest copy of contract or proof of income, for the children of Overseas Filipino Workers and seafarers.

## 7.3 Ranking and Selection Criteria

In the selection of grantees, the following percentage distribution shall be used in the ranking to select the qualified grantees, in terms of academic and economic status:

Criteria	Percentage
Academic Performance	40
Annual Gross Income	60
<b>Total</b>	<b>100</b>

The equivalent points in Tables 1 and 2 below are assigned to provide a standard reference in the ranking of applicants. A Student-applicant with a passing GWA of 75%, is apportioned with 60 points being the lowest, and those with grades ranging from 97% to 100%, is apportioned with 100 points. The student-applicants whose Family's Annual Gross Income ceiling ranges from P350,001.00 to P400,000.00, are given 60 points and those with no income, are given the highest point of 100.



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Table 1: Academic Performance (Grade) 40%		
Range (%)		Equivalent Points
From	To	
97	100	100
94	96	95
91	93	90
88	90	85
85	87	80
82	84	75
79	81	70
76	78	65
	75	60

Table 2: Annual Gross Income 60%		
Range (Pesos)		Equivalent Points
From	To	
0	0	100
1	50,000	95
50,001	100,000	90
100,001	150,000	85
150,001	200,000	80
200,001	250,000	75
250,001	300,000	70
300,001	350,000	65
350,001	400,000	60

The equivalent grades for ALS and PEPT passer is 80% with 70 points.

## Section 8. OBLIGATIONS TO BE COMPLIED WITH BY THE GRANTEES

- 8.1 Pass the admission tests of the HEIs;
- 8.2 Enroll in CHED-recognized programs of Private HEIs or SUCs/LUCs with COPC;
- 8.3 Maintain a GWA of at least a passing grade, regardless of the status of grades per subject;
- 8.4 Carry a regular load per term, as determined and approved by HEIs;
- 8.5 Transfer only to duly authorized HEIs or may shift to CHED-recognized programs of Private HEIs or SUCs/LUCs with COPC, upon written approval of CHEDRO;
- 8.6 Shall not avail of any national government-funded assistance, except for Free Higher Education in SUCs and LUCs under RA No. 10931, the "UAQTE Act of 2017."

## Section 9. PAYMENT OF GRANT, DOCUMENTARY REQUIREMENTS, AND CONTINUATION OF GRANT

### 9.1 Payment of Grant

- 9.1.1 CHEDROs shall transfer financial benefits directly to the grantees or through HEIs.
- 9.1.2 CHEDROs shall pay directly to the grantees based on any of the following conditions/circumstances:
  - a. If enrolled in LUCs with COPC within the region;
  - b. If enrolled in CHED-recognized programs of Private HEIs or SUCs/LUCs with COPC outside the jurisdiction of the region;
  - c. If enrolled in CHED-recognized programs of Private HEIs or SUCs/LUCs with COPC with less than ten (10) grantees;
  - d. If enrolled in CHED-recognized programs of Private HEIs or SUCs/LUCs with COPC with unliquidated balances; and
  - e. If enrolled in CHED-recognized programs of Private HEIs or SUCs/LUCs with COPC with verified complaint/s on Student Financial Assistance Programs (StuFAPs)-related issues.





## 9.2 Documentary Requirements

### Payment through HEIs

- 9.2.1 Memorandum of Agreement (MOA) with participating HEIs with ten (10) or more grantees to facilitate transfer of funds, and to ensure compliance with the control mechanisms; and
- 9.2.2 Billing statement from concerned HEIs using the prescribed template signed by the Chief Accountant and President/School Head, supported by the Registrar's Certificate which specifically indicates the number of units enrolled, GWA, program, curriculum, and semester or term.

### Direct Payment to Grantees

- 9.2.3 Certified true copy of enrolment or registration form or photocopy verified from the original document by the CHEDRO StuFAPs coordinator; and
- 9.2.4 Certified true copy of grades for the previous term or semester.

## 9.3 Continuation of the Grant

In order to continue enjoying the benefits under this program for the next academic year, grantees should apply anew.

## Section 10. CONDITIONS ON REPLACEMENT AND TERMINATION

Replacement and/or Termination of Grantees may be allowed, subject to the following conditions:

- 10.1 Failure to confirm acceptance of the award within thirty (30) working days from receipt of NOA;
- 10.2 Failure to enroll within the enrolment period prescribed by the HEIs;
- 10.3 Failure to enroll in CHED-recognized programs of Private HEIs or SUCs/LUCs with COPC;
- 10.4 Failure to maintain a GWA of at least a passing grade;
- 10.5 Failure to carry a regular load as determined and approved by the HEIs per term;
- 10.6 Failure to secure approval from CHEDRO concerned on dropping out from school, or transferring to another program/HEI; or
- 10.7 Submission of fake or spurious documents.

In case of replacement, the replacing student shall be taken from the approved rank-list of the CHEDROs in the order stated therein.

## Section 11. FUND SOURCE, RELEASE, AND DISBURSEMENTS

- 11.1 The fund requirements for the CHED-TDP shall be sourced from the authorized budget of CHED, under the annual GAA.
- 11.2 The release of the Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA), shall be subject to the submission of a special budget request, supported by the following:
  - a. Physical Plan;
  - b. Financial Plan; and
  - c. Monthly Disbursement Program.





- 11.3 Utilization of the fund shall be subject to the usual budgeting, accounting, and auditing rules and regulations. This shall not be recorded or treated as trust fund receipts under any circumstance.
- 11.4 All unused appropriations and unobligated allotments in the implementation of this program shall be reverted to the General Fund, at the end of the validity of appropriations.

## **Section 12. ADMINISTRATIVE EXPENSES**

An Administrative Cost of one percent (1%) shall cover expenses for activities, such as:

- 12.1 hiring of project technical staff or job order;
- 12.2 meetings/consultations/orientations/general assembly;
- 12.3 office supplies and materials;
- 12.4 communication and/or monitoring;
- 12.5 printing and publication expenses; and/or
- 12.6 transportation expenses.

## **Section 13. RESPONSIBILITIES OF THE IMPLEMENTERS**

- 13.1 CHED - Office of Student Development and Services (OSDS) shall:
- a. Take the lead in the formulation and implementation of the guidelines;
  - b. Provide program advocacy materials and conduct relevant activities;
  - c. Issue regional distribution of slots;
  - d. Facilitate the release of the fund requested by CHEDROs, supported by the approved list of grantees;
  - e. Determine unutilized slots by the Regional Offices and redistribute to other CHEDROs based on utilization and needs;
  - f. Collect and maintain a central database of the CHED-TDP new grantees from CHEDROs' submission, in accordance with the Data Privacy Act of 2012; and
  - g. Monitor the implementation of the program.
- 13.2 CHEDROs shall:
- a. Create CHEDRO StuFAPs Committee who will oversee the operation and implementation of the CHED-TDP;
  - b. Accept, screen and evaluate documents of the applicants based on the approved criteria;
  - c. Determine qualified applicants;
  - d. Issue NOA to qualified applicants through letter, email or send notification of list of awardees through HEIs;
  - e. Orient the grantees of their obligations, duties and responsibilities upon acceptance of the award;
  - f. Enter into a MOA with concerned HEIs with ten (10) or more grantees if payment shall be made through HEIs, and with authorized government bank as to the issuance of ATM cards, if payment shall be made directly to the grantee;
  - g. Submit to OSDS the request for payment, supported by the list of grantees as basis for the release of fund;
  - h. Obligate financial benefits of grantees for one academic year through HEIs or directly to grantees;





- i. Assist the grantees in the issuance of ATM cards, if payment is made directly to them;
  - j. Facilitate the timely release of the financial benefits of the grantees;
  - k. Collect and maintain an updated regional CHED-TDP database in accordance with the Data Privacy Act of 2012, and submit to CHED-OSDS based on prescribed timelines in Section 14.4;
  - l. Act on replacement, transfer and termination of awards;
  - m. Submit to OSDS and the Administrative, Financial and Management Service, the physical and financial utilization report per semester or term;
  - n. Monitor participating HEIs and grantees;
  - o. Submit to OSDS the updated data on the status of grantees and required reports, using the prescribed template; and
  - p. Utilize the slots on or before October 15 of every academic year.
- 13.3 DBM shall release the SARO and NCA directly to CHED.
- 13.4 HEIs shall:
- a. Create a StuFAPs Unit and designate the appropriate Coordinator;
  - b. Allow advance enrolment of the grantees and expedite the release of their grades;
  - c. Provide assistance to the grantees in compliance with the required documents, and facilitate the immediate release of their financial benefits;
  - d. Enter into a MOA with CHEDROs;
  - e. Submit to CHEDRO the billing statement of grantees currently enrolled, including their grades from the previous semester/term;
  - f. Receive Advice to Debit Account from CHEDROs;
  - g. Collect from the grantees the required Tuition and Other School Fees and release to them the remaining amount if any, for their educational expenses; and
  - h. Submit to CHEDRO the report or data on grantees, as needed.

## Section 14. TIMELINES

Particulars	Office/Agency Responsible	Schedule
<b>14.1 APPLICATION AND SELECTION</b>		
Submission of CHED-TDP Application Form with the complete supporting documents	CHED-TDP Applicants	<ul style="list-style-type: none"> <li>• on or before May 31 of every year, for Academic Year commencing June-March; and</li> <li>• on or before July 31 of every year, for Academic Year commencing August-May</li> </ul>
Issuance of Regional Distribution of Slots	CHED-OSDS	<ul style="list-style-type: none"> <li>• On or before June of every year</li> </ul>
Evaluation of CHED-TDP applications includes possible duplication of award	CHEDROs	<ul style="list-style-type: none"> <li>• On or before September 30 of every year</li> </ul>
Submission of all applications to CHED Regional Offices	Stakeholders	<ul style="list-style-type: none"> <li>• On or before September 30 of every year</li> </ul>
Issuance of NOA to qualified grantees and inform those not	CHEDROs	<ul style="list-style-type: none"> <li>• On or before October 15 of every year</li> </ul>





awarded on the status of their application		
Utilization of slots	CHEDROs	• On or before October 15 of every year
<b>14.2 RELEASE AND DISBURSEMENT OF FUNDS</b>		
Submission of a special budget request with supporting documents	CHED-OSDS	• Within 15 working days upon approval of the guidelines
Issuance of SARO/NCA	DBM	• Within 15 working days upon receipt of request
Submission of fund request with list of grantees	CHEDROs	• Within 15 working days after issuance of NOA
Fund Transfer to CHEDROs	CHED-OSDS	• Within 15 working days upon submission of request
<b>14.3 PAYMENT</b>		
Submission of HEIs' Billing Statement	HEIs	• Within 15 working days after the issuance of NOA
Obligation of funds for one (1) academic year	CHEDROs	• Within 15 working days upon receipt of the approved list of grantees, and availability of Sub-Allotment Advice
Disbursement of funds to HEIs/Grantee based on Section 9.0	CHEDROs	• Within 15 working days upon receipt of the approved list of grantees, and availability of NCA
<b>14.4 COMPLIANCE TO REQUIRED DOCUMENTS</b>		
Submission of CHED-TDP Database	CHEDROs	• Not later than October 15 of every year • Updated database is required thirty (30) days after the end of each semester
Submission of Physical and Financial Reports	CHEDROs	• Within 30 days after the end of semester

## Section 15. RESOLUTION OF ISSUES

Issues relating to the implementation and interpretation of the provisions of this JMC shall be resolved through discussion by CHED and DBM. Unresolved issues shall be elevated to the CEB, for appropriate action.

## Section 16. TRANSPARENCY AND ACCOUNTABILITY

The agencies concerned shall adopt a strict policy on transparency and accountability in the disbursement of funds, in accordance with existing laws.

The CHED shall submit to the DBM, the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations and the Senate Committee on Finance, either in printed or electronic form, the quarterly reports on the utilization of funds.



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The CHED and the recipient Higher Education Institutions (HEIs) shall collect and maintain an updated database of the following in accordance to Data Privacy Act of 2012:

- a. Recipient HEI and number of grantees enrolled therein; and
- b. Name of all grantees in each HEI.

#### Section 17. VIOLATIONS/SANCTIONS

A violation of any of the provisions of this JMC shall be subject to appropriate actions in accordance with applicable laws, rules and regulations which may include but not limited to:

- a. failure to release payment of financial benefits or the remaining amount of grant, if any;
- b. failure to submit billing statement of grantees within the prescribed period;
- c. non-submission of required report to CHEDRO within the prescribed period stipulated in this JMC and accounting and auditing rules and regulations; or
- d. failure to comply with the provisions of the MOA with CHEDRO.

#### Section 18. SEPARABILITY CLAUSE

If for any reason, any part or provision of this JMC is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

CHED in consultation with DBM, shall issue amendments from thereon relative to the operational and administrative concerns which need immediate actions when necessary.

#### Section 19. REPEALING CLAUSE

All issuances that are inconsistent with this JMC are hereby repealed or amended accordingly.

#### Section 20. EFFECTIVITY

This JMC shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and after filing the required copies thereof with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

This JMC shall apply to pending applications for AY 2019-2020 prior to the effectivity hereof.

Signed this 13<sup>th</sup> day of September, 2019.

**J. PROSPERO E. DE VERA III, DPA**  
Chairman  
Commission on Higher Education



**ATTY. WENDEL E. AVISADO**  
Acting Secretary  
Department of Budget and Management



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