



Republic of the Philippines
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 03 - 029, s. 2024

TO: **Campus Directors, Tulong Dunong Program (TDP) Focal Persons, Concerned Special Disbursing Officers (SDOs), TES-TDP Project Technical Staff, Accounting Unit, SAO Finance, Cashier III**

FROM: SUC President III

SUBJECT: **IMPLEMENTATION OF THE TULONG DUNONG PROGRAM (TDP)**

DATE : March 13, 2024



You are hereby directed to expedite the release of TDP grants for AY 2022-2023. Campus Directors through the Focal Persons are instructed to submit their disbursement voucher for cash advance. Furthermore, the Special Disbursing Officers are also instructed to release and liquidate the amount immediately.

Efficient and effective disbursement mechanism for the release of TDP benefits to grantees such as direct transfer of funds from CHED to the account of the campuses instead of rerouting it through the Main Campus shall be employed so that financial assistance is timely provided to financially challenged students.

Likewise, the TES-TDP Project Technical Staff and Focal Persons are required to submit detailed and complete schedule of the receipt, disbursement and liquidation of TDP grant for AY 2020-2023. Hence, you shall maintain an updated record of TDP transactions to properly monitor the progress or downturns of the program and recommend potential solutions, if any. Likewise, you have to secure a physical or digital copy of any document submitted to the Accounting Unit and/or CHED to ensure that the concerned campus has immediate access to important information and to eliminate any potential problem in-case of lost/misplaced documents.

For your reference and strict compliance.

Wide and immediate dissemination and implementation of this memorandum to and by all concerned is highly desired.


NEMESIO G. LOAYON, PhD
SUC President III