



## Office of the University President

Memorandum 189, s. 2025

TO/FOR : ALL CAMPUS DIRECTORS  
ALL CAMPUS DEANS  
ALL PROGRAM CHAIRS  
ALL CAMPUS SCHOLARSHIP COORDINATORS  
ALL CAMPUS REGISTRARS

FROM :   
SAMSON L. MOLAO  
University President

SUBJECT : IMMEDIATE NOTIFICATION AND SUBMISSION/VALIDATION  
OF DOCUMENTS PURSUANT TO CHED MEMORANDUM NO.  
2025-1132 (TDP Batch 5.1, 1st Sem A.Y. 2024-2025)

DATE : SEPTEMBER 21, 2025

Pursuant to CHED Memorandum No. 2025-1132 dated September 9, 2025, all concerned offices are directed to immediately notify students listed in the attached campus sheets and facilitate the validation and submission of required documents for Tulong Dunong Program (TDP) Batch 5.1 for the 1st Semester A.Y. 2024-2025.

Timely compliance will give the students a chance to be approved as TDP scholars and receive an allowance of ₱7,500 per semester.

### A. Requirements for Concerned Students

All concerned students (see attached list) are required to submit the following to their Campus Scholarship Coordinator:

- TDP Application Form (Annex 2)
- Certificate of Indigency duly signed by the Punong Barangay (for enrolled TDP applicants only)

### B. Immediate Actions for Offices

#### 1. Campus Scholarship Coordinators –

- Notify all concerned students within 48 hours of this Memorandum.

- Coordinate with Student Body Organizations (SBOs) and Program Chairs to post the list of names and make announcements in official group chats (GCs).
- Prepare and consolidate Annex 4 – Form 2 for each applicant.

**2. Program Chairs/Deans** – Assist in verifying academic records (COR) and help ensure students are reached.

**3. Campus Registrars** – Validate student records and release of Certificate of Registration (COR)

**4. Campus Directors** – Oversee compliance and endorse the validated and consolidated submissions to the University Scholarship Division Office.

**C. Required Submissions (Campus Level)**

- Annex 2: TDP Application Form (from students)
- Annex 4: New TDP Forms 1 and 2 – six (6) copies
- Annex 4: New TDP Form 3 – Notarized Registrar's Certification – six (6) copies
- Certificate of indigency (from students)
- Electronic/PDF copy of Certificate of Registration/Enrollment (1st Sem A.Y. 2024–2025)
- Electronic/Excel copy of Annex 4 (Forms 1, 2, 3 – Notarized Registrar's Certification)

**D. Deadlines**

Students to Campus Scholarship Coordinators: **September 25, 2025**

Campus Consolidated and Validated Submissions to University Scholarship Division Office: **September 26, 2025**

Failure to comply with these timelines may result in disqualification from the scholarship benefits.

For strict compliance.