*(Sample letter to authorize the TES Grantee representative. MUST be notarized)*

**LETTER OF AUTHORITY**

[DATE]

**Ms. Leslyn B. Reazol, MIT**

The University Registrar

La Salle University Ozamiz, Inc.

La Salle Street, Aguada

Ozamiz City

Dear Ms. Reazol,

I am a student of La Salle University Ozamiz, Inc. granted by CHED/UniFAST with the Tertiary Education Subsidy (TES) for the school year 2019-2020 under the Republic Act No. 10931 otherwise known as the Universal Access to Quality Tertiary Education Act. However, I cannot personally collect the subsidy due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I therefore assign [Mr./Ms/Mrs.] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, my [state relationship], with the following duties and performance:

1. To sign the TES-1 Payroll and TES-2 Payroll;
2. To collect TES check issued to me;
3. To sign the Check Release form acknowledging the receipt of the TES check; and
4. To do and perform any and all acts necessary for the faithful execution of the foregoing acts and deed.

HEREBY GIVING AND GRANTING unto my said authorized representative full authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present.

Very truly yours,

[Signature over printed name]

LSU ID no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature over printed name]

Authorized Representative