



COMMISSION ON HIGHER EDUCATION
NATIONAL CAPITAL REGION



MEMORANDUM FROM THE REGIONAL DIRECTOR

No. 45, Series 2025



TO : PRESIDENTS / HEADS OF PRIVATE AND PUBLIC HIGHER
EDUCATION INSTITUTIONS (HEIs) AND OTHER STAKEHOLDERS

SUBJECT : UPDATED OFFICE DIRECTORY OF SERVICE DELIVERY UNITS OF
CHED-NCR

DATE : 11 JUNE 2025

In line with the Commission's efforts to improve organizational efficiency and promote a culture of excellence in public service, this Office hereby disseminates the Updated Office Directory of the Delivery Units of CHED-NCR:

Delivery Unit	Email Address	Contact Number	Contact Person(s)
Public Assistance and Complaints Desk (PACD)	complaints.ncr@ched.gov.ph	(+63) 9192952553	Richie H. Salubre Sonny S. Lukban Karol Anne P. Zambrano-Lusanta Samantha Camille A. Ontal Nicole P. Hernandez Hans Christian M. Deinla
Student Services (<i>Local Off-campus, International Educational Tour, Student Internship Abroad, Academic Calendar, Sports, Extra-curricular Activities, Foreign Admission</i>)	chedncr@ched.gov.ph	(+63) 9192899158	Victor Emil M. Castelo Carolyn S. Sambas
Accounting and Cash Unit	chedncr@ched.gov.ph	(+63) 9194048683 (+63) 9627690326	Rosario S. Isidro Marjorie S. Mendoza
Electronic Certification, Authentication and Verification (E-CAV)	ecavncr@ched.gov.ph	(+63) 9627690325 8403-2247	Jayvee L. Rabino Mark B. Estopace
Records Unit	chedncr@ched.gov.ph		

Special-Order Unit	chedncr@ched.gov.ph	8403-2196	Rizza G. Morales
Unified Student Financial Assistance System for Tertiary Education (UNIFAST)	unifast.ncr@ched.gov.ph	(+63) 9627690328	Lenlyn A. Noroña Mary Magdalene A. Cerera Angelo A. Sambile
CHED Merit Scholarship Program (CMSP) Unit	stufapsncr@ched.gov.ph	(+63) 9386787173 (+63) 9675300057	Anna Marie A. Bacuetes Freddie V. Landicho
Local Graduate Scholarship (LGS) Unit	sikapgrant.ncr@ched.gov.ph	(+63) 9056862630	Caren Cyel G. Mararac-Lopez Hani Jenn Ampongan-Gines Juan Miguel S. Elmido
Maritime Unit	chedncr@ched.gov.ph	8403-2196	Gabriela Alexandra C. Tayag Aldrich C. Sarmiento
National Service Training Program (NSTP)	nstpncr@ched.gov.ph	(+63) 9192871729	Rowena Ann V. Malabanan Monique Anne A. Sibayan
Medical Scholarship Return Service (MSRS)	msrsncr@ched.gov.ph		
Medical Technologists and Pharmacists Scholarship Program (MTP-SP)	msrsncr@ched.gov.ph		

Please be informed that our lines are open from Monday to Friday, 8:00 AM to 5:00 PM, except on holidays. This directory can also be accessed through the CHED-NCR Website: chedroncr.com.

We hope this initiative can foster improved communication between CHED-NCR and our valued clients.

Wide dissemination of this *Memorandum* is desired.


JIMMY G. CATANES, PhD, CESE
Director IV