

TESDA CIRCULAR

SUBJECT: Amendment to TESDA Circular No. 032 Series of 2020 dated February 21, 2020 re. Delegation of Authority on Administrative Matters in the Central Office

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Number 046, Series of 2022

Date Issued:
July 6, 2022

Effectivity:
Immediately

Supersedes:
TC No. 032, series of 2020

In the interest of the service and in line with TESDA's continuing efforts to improve service delivery, the delegation of authority on administrative matters, particularly on the payment through Check, payment through Advice to Debit Account (ADA), and payment through Notice of Transfer of Allocation (NTA) is hereby amended.

SUBJECT OF ACTION	AUTHORIZED CHECK SIGNATORIES		APPROVAL
	Countersigning	Signing	
Payment through Check, Payment through Advice to Debit Account (ADA), and Notice of Transfer of Allocation (NTA) for all sources of funds			
From Php 500,000.00 to Php 999,999.99	DDG Concerned Alternate: ED of Concerned Office	Head, Cash Unit Alternate: Next In Rank	Director General or Officer-in-Charge - Director General
Php 1,000,000.00 and Above	DDG Concerned Alternate: ED of Concerned Office	Director General or Officer-in-Charge - Director General Alternate: DDG Concerned	

Any other administrative actions not covered by this Circular shall be under the jurisdiction of the Officer-in-Charge - Director General. The official concerned shall be personally held liable for any action/s not in accordance with the provisions of this Circular.

This Circular takes effect immediately and amends/revokes all previous issuances of parts thereof, inconsistent herewith.




DDG ROSANNA A. URDANETA, CESO II
Officer-in-Charge, TESDA
(Deputy Director General for Policies and Planning)