

TESDA CIRCULAR

SUBJECT: Amendment to TESDA Circular No. 001, series of 2022 on Policy on Agency Rehiring/Renewal of Contracts of Job Order and Contract of Service Workers		Page 1 of 1 page/s Number <u>001-A</u> , Series of 2022
Date Issued: 23 February 2022	Effectivity: As indicated	Addendum to: TESDA Circular No. 001, series of 2022

In the interest of the service and pursuant to the provision in TESDA Circular No. 001, series of 2022 on rendering overtime services of employees on a Job Order basis during weekends and holidays, amendment to said provision shall be made.

Approval of the corresponding Request to Render Overtime Service (see attached template) of Job Order employees on Saturdays, Sundays and Holidays shall be duly endorsed by the Head of Office to the **Director General for Central Office**, and **Regional Directors/Provincial Directors/TTI Administrators for ROPOTIs**.

Payment of overtime services shall be subject to existing government accounting and auditing rules and regulations.

This Circular shall take effect as indicated and shall amend previous issuances or part/s thereof inconsistent herewith.



SEC. ISIDRO S. LAPEÑA, PhD, CSEE
Director General



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
REQUEST TO RENDER OVERTIME SERVICE

Office/Division: _____
Date: _____

A. Activity

B. Justification

C. Expected No. of Man Hours

D. Target Output

E. Target % of Accomplishment

REQUESTED BY:

RECOMMENDING APPROVAL:

Signature over printed name

Signature over printed name

APPROVED BY:

Signature over printed name