TESDA CIRCULAR

SUBJECT: Signatories on the Application for Leave, Notice of Salary Adjustment (NOSA) and Notice of Salary Increment (NOSI) in the Central/Regional/Provincial/District Offices and TESDA Training Institutions (COROPOTI)		Page 1 of 3 page/s Number 039, Series of 2019
Date Issued: March 25, 2019	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service, the following shall be the signatories in the Application for Leave, Notice of Salary Adjustment (NOSA) and Notice of Salary Increment (NOSI) in the COROPOTI:

SUBJECT OF ACTION	**OFFICIALS RESPONSIBLE**	
	Recommending Approval	**Approval**
Application for Vacation/Sick Leave of Director III Positions in the Central Office		
• Fifteen (15) days and above	Executive Director	Director General
• Below Fifteen (15) days	Executive Director	Deputy Director General
Application for Vacation/Sick/Maternity Leave for Positions with Salary Grades 24 and below in the Central Office	Executive Assistant II Executive Assistant IV Division Chief	DDG concerned for their office Chief of Staff for ODG Executive Director for EOs Director IV for AS and FMS
Application for Vacation/Sick Leave of Provincial/District Director and TTIs Head		
• Fifteen (15) days and above	Regional Director	Director General
• Below Fifteen (15) days		Regional Director

TESDA CIRCULAR

SUBJECT: Signatories on the Application for Leave, Notice of Salary Adjustment (NOSA) and Notice of Salary Increment (NOSI) in the Central/Regional/Provincial/District Offices and TESDA Training Institutions (COROPOTI)		Page 2 of 3 page/s Number 039, Series of 2019
Date Issued: March 25, 2019	**Effectivity:** Immediately	**Supersedes:**

SUBJECT OF ACTION	OFFICIALS RESPONSIBLE	
	Recommending Approval	**Approval**
Application for Vacation/Sick/Maternity Leave in the ROPOTI regardless of duration • Positions with Salary Grades 24 and below in the Regional Office • Positions with Salary Grades 22 and below in the Provincial/District Office • Positions other than Vocational School Superintendent/Administrator and Center Administrator Head in the TI	Division Chief Supervising TESD Specialist Unit Head	Regional Director Provincial/District Director TTI Head
Application for Study Leave regardless of position and duration	NHRDC through DDG concerned for their office, Chief of Staff for ODG, Executive Director for EOs, Director IV for AS and FMS and Regional Director for ROPOTI	Director General
Application for Rehabilitation Leave regardless of position	Director IV, AS through DDG concerned for their office, Chief of Staff for ODG, Executive Director for EOs, Director IV for FMS and Regional Director for ROPOTI	Director General

TESDA CIRCULAR

SUBJECT: Signatories on the Application for Leave, Notice of Salary Adjustment (NOSA) and Notice of Salary Increment (NOSI) in the Central/Regional/Provincial/District Offices and TESDA Training Institutions (COROPOTI)		Page 3 of 3 page/s Number 039, Series of 2019
Date Issued: March 25, 2019	**Effectivity:** Immediately	**Supersedes:**

SUBJECT OF ACTION	**OFFICIALS RESPONSIBLE**	
	Recommending Approval	**Approval**
Notice of Salary Adjustment (NOSA) and Notice of Salary Increment (NOSI)		
• Deputy Directors General, Executive Directors, Directors IV, Regional Directors, Provincial/District Director, Director III, Board Secretary VI, Attorney VI	Director IV, AS	Director General
• Positions with Salary Grades 24 and below in the Central Office		Chief, HRMD
• Positions other than Regional/Provincial/District Director in the ROPOTI		Chief, FASD

Permission to travel abroad on a personal basis and its required application for leave of COROPOTI officials and employees regardless of duration shall be approved by the Director General.

Likewise, all types of leave of Deputy Directors General, Executive Directors, Directors IV, Regional Directors, Board Secretary VI and Attorney VI regardless of duration shall be approved by the Director General.

Furthermore, clearance from work, property and financial accountabilities is needed if leave of absence is more than thirty (30) days.

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

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