

# TESDA CIRCULAR

<b>SUBJECT: Amended Guidelines on the Downloading of Centrally Managed Funds</b>		Page 1 of 1 page/s Number <u>005</u> , Series of 2022
<b>Date Issued:</b> February 02, 2022	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

In the Interest of the service and in line with our efforts to provide a clearer work instruction on downloading of funds to the regions, to better monitor the flow of funds and to ensure that the funds are downloaded to the intended beneficiary Operating Units (OUs), portion of the Guidelines on the Downloading of Funds is hereby amended and read as follows:

- 2.2.1 Provided under Sections 3, 4, 5 and 6 of special provision for TESDA under FY 2022 GAA (RA 11639) is the 2% administrative cost which is the portion of scholarship funds intended for administrative expenses arising from the implementation of scholarship programs.

The 2% administrative cost shall be distributed as follows:

**70% of the total Administrative Cost** - shall be downloaded to the regions

**30% of the total Administrative Cost** - shall remain with the central office

- 2.2.2 The administrative cost shall be downloaded to the regions following the formula below:

**Regional Admin. Cost**

Scholarship Fund to be downloaded x 2.00% x 70%

**Central Office Admin. Cost**

Scholarship Fund to be downloaded x 2.00% x 30%

This Circular supersedes previous issuances inconsistent herewith.



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