

# TESDA CIRCULAR

**SUBJECT: Supplemental to TESDA Circular No. 135 Series of 2020 "FY 2021 Administrative and Financial Guidelines"**

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Number 075, series of 2021

**Date Issued:**  
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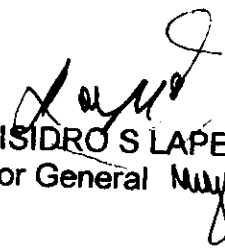
**Effectivity:**  
Immediately

**Supersedes:**

In the interest of service and in view of the unprecedented challenges of COVID-19 pandemic in conducting TESDA meetings, programs and activities, the additional guidelines on the TESDA Circular No. 135 "FY 2021 Administrative and Financial Guidelines" particularly on the subscription of virtual meeting platform is hereby added:

1. All Executive Offices are eligible for a virtual platform subscription subject to the approval of the Director General on the Terms of Reference.
2. Each Executive Office is encouraged to determine the appropriate virtual platform subscription depending on the required number of participants and applicable parameters for the conduct of meetings, programs and activities.
3. The amounts required for the virtual platform subscription shall be charged against the available MOOE allotment of the respective Executive Offices.
4. For those who will avail of the PhP 900.00+ monthly subscription plan which could accommodate from 500 to 1000 participants can only be applied on the case to case basis, in consideration of the existing economy measures.
5. The subscribed Virtual platform shall be solely used for official business functions and shall be shared to division concerned under his jurisdiction.

This Circular shall take effect immediately and shall amend/supersede/revoke any other issuances inconsistent herewith.

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