TESDA CIRCULAR

SUBJECT: Amendment to TESDA Circular Nos. 03, 04, and 05, Series of 2016 on the Delegation of Authority on Administrative Matters in the COROPOTI		Page 1 of 6 page/s Number 32, Series of 2016
Date Issued: August 11, 2016	Effectivity: Immediately	Supersedes: TESDA Circular Nos. 03, 04 and 05, Series of 2016

In the interest of the service, pertinent provisions of TESDA Circular Nos. 03, 04 and 05, Series of 2016, covering the Delegation of Authority in the Central Office, Regional and Provincial Offices and in the TESDA Training Institutions, are hereby amended/restated as follows:

SUBJECT OF ACTION	OFFICIALS RESPONSIBLE	
	Recommending Approval	**Approval**
Appointments in the Central/ Regional/ Provincial/District Offices and TESDA Training Institutions (CORPOTI) *Note:* *The approval of Personnel Requisition Slip (PRS) for all positions in the COROPOTI shall be the Director General*		
• Positions with Salary Grade 18 and above	DDG concerned Chief of Services for Administration for AS and FMS Regional Director concerned for the ROPOTI	Director General

TESDA CIRCULAR

SUBJECT: Amendment to TESDA Circular Nos. 03, 04, and 05, Series of 2016 on the Delegation of Authority on Administrative Matters in the COROPOTI		Page 2 of 6 page/s Number 32, Series of 2016
Date Issued: August 11, 2016	Effectivity: Immediately	Supersedes: TESDA Circular Nos. 03, 04 and 05, Series of 2016

SUBJECT OF ACTION	**OFFICIALS RESPONSIBLE**	
	Recommending Approval	**Approval**
• Positions below Salary Grade 18	Executive Director concerned for Executive Offices staff	Deputy Director General concerned
	Director IV AS/FMS for AS and FMS staff	Chief of Services for Administration
	Division Chief for RO staff Provincial/District Director for P/DO and PTC Staff Vocational School Superintendent and Administrator for Schools RTC Chief for RTC Staff	Regional Director

TESDA CIRCULAR

SUBJECT: Amendment to TESDA Circular Nos. 03, 04, and 05, Series of 2016 on the Delegation of Authority on Administrative Matters in the COROPOTI		Page 3 of 6 page/s Number 32, Series of 2016
Date Issued: August 11, 2016	Effectivity: Immediately	Supersedes: TESDA Circular Nos. 03, 04 and 05, Series of 2016

SUBJECT OF ACTION	OFFICIALS RESPONSIBLE	
	BOX A	**BOX B**
Obligation Request and Status (ORS) Signatories in the Central Office	Executive Assistant IV, ODG	Division Chief, BD-FMS
	DDG concerned for their office	
	ED/Director IV concerned for their office	
	Board Secretary for TBS	
	AED/Director III concerned for their office	
	Division Chief concerned for their office	
	Unit Head concerned for Budget Division	

TESDA CIRCULAR

SUBJECT: Amendment to TESDA Circular Nos. 03, 04, and 05, Series of 2016 on the Delegation of Authority on Administrative Matters in the COROPOTI		Page 4 of 6 page/s Number 32, Series of 2016
Date Issued: August 11, 2016	Effectivity: Immediately	Supersedes: TESDA Circular Nos. 03, 04 and 05, Series of 2016

SUBJECT OF ACTION	BOX A	BOX C	BOX D
Disbursement Voucher (DV) Signatories in the Central Office			
• Personnel Services regardless of amount • MOOE – Fixed Costs regardless of amount	Division Chief concerned	Chief Accountant	Director IV, FMS **Alternate** Director IV, AS
• Other MOOE and Capital Outlay ▪ Below Php1,000,000.00	Senior TESD Specialist, ODG	Chief Accountant	Executive Assistant IV, ODG
	DDG concerned for their office		Deputy Director General concerned
	ED/Director IV concerned for their office		Executive Director/ Director IV concerned
	Board Secretary for TBS		DDG for Policies and Planning
	AED/Director III concerned for their office		Executive Director concerned
	For EOs Division Chief concerned for their office		Executive Director concerned
	For AS and FMS Division Chief concerned for their office		Director IV, FMS **Alternate** Director IV, AS

TESDA CIRCULAR

SUBJECT: **Amendment to TESDA Circular Nos. 03, 04, and 05, Series of 2016 on the Delegation of Authority on Administrative Matters in the COROPOTI**		Page 5 of 6 page/s Number 32, Series of 2016
Date Issued: August 11, 2016	Effectivity: Immediately	Supersedes: TESDA Circular Nos. 03, 04 and 05, Series of 2016

SUBJECT OF ACTION	BOX A	BOX C	BOX D
• Other MOOE and Capital Outlay ▪ Above Php1, 000,000.00	Executive Director/ Director IV concerned Deputy Director General concerned	Chief Accountant	Director General **Alternate** Deputy Director General for Policies and Planning

SUBJECT OF ACTION	AUTHORIZED CHECK SIGNATORIES		APPROVAL
	Countersigning	Signing	
Payment through Check for Sariling Sikap Program/Trust Fund Accounts and Payment through Advice to Debit Account (ADA) for Fund 101 in the Central Office			
• For salaries and MOOE-Fixed expenditures regardless of amount	Division Chief, BD-FMS **Alternate** Division Chief, GSD-AS	Head, Cash Unit **Alternate** Division Chief, HRMD-AS	Director IV, FMS **Alternate** Director IV, AS
• Other MOOE and Capital Outlay up to Php499, 999.99	Division Chief, BD-FMS **Alternate** Division Chief, GSD-AS	Head, Cash Unit **Alternate** Division Chief, HRMD-AS	Director IV, FMS **Alternate** Director IV, AS

TESDA CIRCULAR

SUBJECT: Amendment to TESDA Circular Nos. 03, 04, and 05, Series of 2016 on the Delegation of Authority on Administrative Matters in the COROPOTI	Page 6 of 6 page/s Number 32, Series of 2016

Date Issued:	Effectivity:	Supersedes:
August 11, 2016	Immediately	TESDA Circular Nos. 03, 04 and 05, Series of 2016

SUBJECT OF ACTION	AUTHORIZED CHECK SIGNATORIES		APPROVAL
	Countersigning	**Signing**	
• From Php500, 000.00 up to Php999, 999.99	DDG for TESD Operations **Alternate** DDG for Policies and Planning	Head, Cash Unit	Director IV, AS **Alternate** Director IV, FMS
• Php1, 000,000.00 and above	DDG for Policies and Planning **Alternate** DDG for TESD Operations	Head, Cash Unit	Director General **Alternate** Chief of Services for Administration

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

GUILING A. MAMONDIONG
Director General/Secretary