TESDA CIRCULAR

SUBJECT: Amendment to TESDA Circular No. 080, Series of 2018 dated November 23, 2018 re: Delegation of Authority on Administrative Matters in the Central Office		Page 1 of 2 page/s Number 032, series of 2020
Date Issued: February 21, 2020	Effectivity: Immediately	Supersedes: TC No. 080, series of 2018

In the interest of the service and in line with TESDA's continuing efforts to improve service delivery, the delegation of authority on administrative matters, particularly on the payment through Check and payment through Advice to Debit Account (ADA) is hereby amended.

SUBJECT OF ACTION	**AUTHRORIZED CHECK SIGNATORIES**		**APPROVAL**
	Countersigning	**Signing**	
Payment through Check and Payment through Advice to Debit Account (ADA) for all sources of funds			
For salaries and MOOE-fixed expenditures regardless of amount	Division Chief, Budget Division **Alternate:** Division Chief, GSD-AS	Head, Cash Unit **Alternate:** Next In Rank	Director General
Other MOOE and Capital Outlay up to Php 499,999.99	Division Chief, Budget Division **Alternate:** Division Chief, GSD-AS	Head, Cash Unit **Alternate:** Next In Rank	
From Php 500,000.00 to Php 999,999.99	DDG Concerned **Alternate:** ED Planning Office	Head, Cash Unit **Alternate:** Next In Rank	
Php 1,000,000.00 and Above	DDG Concerned **Alternate:** DDG for Policies and Planning (PP) ED Planning Office (in the absence of the DDG-PP)	Director General	

Any other administrative actions not covered by this Circular shall be under the jurisdiction of the Director General. The official concerned shall be personally held liable for any action/s not in accordance with the provisions of this Circular.

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

SEC. ISIDRO S. LAPEÑA, Ph.D., CSEE
Director General