TESDA CIRCULAR

Subject: Revised Guidelines on Appointment Processes: Amendment to TESDA Circular No. 035, Series of 2023 on the Delegation of Authority on Administrative and Financial Matters		Page 1 of 2 page/s Number 017, Series of 2025
Date issued: JAN 24 2025	**Effectivity:** **Immediately**	**Supersede/Amendment:** TESDA Circular No. 035, Series of 2023, as amended

In the interest of the service, Item No. 1.1 to Item No. 1.6 of TESDA Circular No. 035, Series of 2023 under Administrative Matters, specifically on the Appointment for Permanent, Contractual, and Casual Employees in TESDA, is hereby repealed. New Items designated as Items A and B under Administrative Matters are hereby inserted as to read as follows:

Scope of Action and Processes

A. Processing of Salary Grade (SG) 22 and Below Positions in Regional/Provincial/District Offices and Training Institutions (ROPODOTI), Including Casual/Contractual Employees (Excluding VSA I and II)

The Regional Office (RO) shall manage the processing of vacancies, from the publication of the position to the preparation of the Comparative Assessment Result (CAR), which identifies the top five (5) most qualified candidates.

Per Item 34 of the TESDA Merit Selection Plan, no recommendation from the end-user or any member of the R/HRMPSB is required. The R/HRMPSB shall assist the appointing authority in ensuring a judicious and objective selection process.

The following documents shall be endorsed to the Administrative Service for further processing:

a. Resolution;
b. Summary of Applicants, including Background Investigation and Personality/Psychological Assessment Results; and
c. Draft Appointment Documents for the Top 5 Candidates.

B. Processing of Salary Grade (SG) 23 to 26 Positions in ROPODOTI, Including VSA I and II, and All Positions Under the Central Office (Including Casual and Contractual Employees)

The Administrative Service shall oversee the entire process, from the publication of the vacancy to the deliberation process, the preparation of the comparative results, and the issuance of appointments.

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Approval and Signing Authority

The appointing authority for all positions in the Agency, including permanent, contractual, and casual employees, shall be the Secretary/Director General.

Item No.1.7 of TESDA Circular No. 035, Series of 2023, as amended shall remain in order and shall be designated as Item C.

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

JOSE FRANCISCO "KIKO" B. BENITEZ
Secretary/Director General, TESDA