TESDA CIRCULAR

Subject: Amendment to TESDA Circular No. 054, Series of 2022, on the Delegation of Authority on Administrative and Financial Matters		Page 1 of 3 page/s Number 035, Series of 2023
Date issued: 21 JUL 2023	**Effectivity:** **Immediately**	**Amends:** TESDA Circular No. 054, Series of 2022

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 approval/signing of appointments (permanent, contractual, and casual) is hereby amended to read as follows:

ADMINISTRATIVE MATTERS

SUBJECT OF ACTION	ORIGINATING OFFICE	RECOMMENDING AUTHORITY	APPROVING / ISSUING AUTHORITY	REMARKS
1. Appointments for Permanent, Contractual, and Casual Employees in TESDA				
1.1 **Salary Grades (SG) 27 to 28**	Human Resource Management Division (HRMD), Administrative Service (AS)	All Deputy Directors General	Secretary	*All DDGs are part of the Human Resource Merit, Promotion and Selection Board (HRMPSB)*
1.2 **SG 18 to 26 positions** in the Regional/ Provincial/ District Offices, and Training Institutions (ROPODOTI)	HRMD, AS	DDG, TESDO Regional Director (RD) Concerned	Secretary	
1.3 **All positions directly under the Office of the Director General (ODG)**	HRMD, AS	Head of the Office Concerned	Secretary	
1.4 **All positions under the Offices of the Deputy Directors General**	HRMD, AS	DDG Concerned	Secretary	

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SUBJECT OF ACTION	ORIGINATING OFFICE	RECOMMENDING AUTHORITY	APPROVING / ISSUING AUTHORITY	REMARKS
1.5 **SG 17 and below positions** in ROPODOTI	Financial and Administrative Services Division (FASD)	DDG, TESDO RD Concerned	Secretary	**Note:* *FASDs shall facilitate the processing of the Identification of Vacancies, Publication, Deliberation, Examination, Interview, Background Investigation, and the finalization of the Comparative Assessment Results (CAR) of all SG 17 and below positions of their respective Regions.* *The Regional Offices shall submit the CAR together with their recommendation through the HRMD, AS. Then, the HRMD, AS will endorse the recommendation through the DDG, TESDO for approval of the Secretary prior to the preparation of appointment documents.*
1.6 Casual/ Contractual Employees	Office Concerned	HRMD, AS for Central Office FASD for Regional Offices	Secretary	*(Source of Fund: Personnel Services)* **Note:* *Casual/Contractual appointments from*

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SUBJECT OF ACTION	ORIGINATING OFFICE	RECOMMENDING AUTHORITY	APPROVING / ISSUING AUTHORITY	REMARKS
				the regions must be submitted to the HRMD, AS. Then, the HRMD, AS will endorse the request through the DDG, TESDO for approval of the Secretary.
1.7. Shifting of Plantilla Item Number	Office concerned	Regional Director concerned for ROs DDG concerned for offices under ODDGs Head of the Office concerned for Offices under ODG	Secretary	**Note:* *Please refer to Memorandum No. 145, Series of 2023 regarding the Shifting of Plantilla Item Number.* *Further, all requests must be submitted to the HRMD, AS which will be endorsed to the DDG Concerned for the approval/ consideration of the Secretary.*

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

SEC. SUHARTO T. MANGUDADATU, Ph. D.