TESDA CIRCULAR

SUBJECT : FY 2025 Financial Guidelines		Page 1 of 12 page/s Number 025, Series of 2025
Date Issued: FEB 18 2025	**Effectivity:** Immediately	**Supersedes:** TESDA Circular No. 011, series of 2023

In the interest of service, the following guidelines are issued to ensure that financial transactions are in accordance with the established government budgeting, accounting, and auditing rules and regulations and ensure TESDA's eligibility to existing Results-Based Performance Management System (RBPMS) and Performance-Based Incentive (PBI) System. Likewise, the guidelines shall also serve as a reference in the preparation of the FY2025 Office Performance Commitment Plan (OPCP).

General Guidelines

1. The Cash Budgeting System shall remain in effect until the Department of Budget and Management (DBM) introduces a new system. *(Section 70, General Provisions, RA 12116: FY 2025 GAA)*

1.1 All appropriations and allotments authorized for TESDA in the FY 2025 GAA shall be available for release and obligation for the purpose specified, and under the same general and special provisions applicable thereto, as follows:

1.1.1 Personnel Services (PS) - available for release, obligation, and disbursement until December 31, 2025; and

1.1.2 Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) - available for release, obligation, and disbursement until December 31, 2026.

The construction of infrastructure projects, delivery of goods and services, and inspection of infrastructure CO, MOOE, and other CO shall be made not later than December 31, 2026.

1.2 All unobligated allotments and obligated allotments for goods/services/projects not yet delivered, rendered, or completed, and accepted, shall revert to the National Treasury after the end of the validity period.

2. Program-based budgeting shall be based on Key Result Areas (KRAs), Key Performance Indicators (KPIs), and Programs/Activities/Projects (PAPs).

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Specific Guidelines

1. The determination of the FY 2025 MOOE budget of the COROPOTI shall be based on the following parameters, subject to the availability of funds:
   1.1. 2024 actual utilization level of the COROPOTI;
   1.2. NTESDP 2023-2028/TESDA Corporate Plan (CorPlan);
   1.3. TESDABest Plan: The Secretary/Director General's 8-Point Agenda;
   1.4. Increase in MOOE Budget – expansion of existing programs; or
   1.5. New and Emerging Programs.

   As such, equitable distribution and allocation of the MOOE allotment shall be observed by the regional offices to its provincial/district offices and regional/provincial/district training centers.

2. FY 2024 Continuing Appropriations shall be valid as follows: *(DBM National Budget Circular No. 592 series of 2024)*

<table>
<tr><th>APPROPRIATION SOURCE</th><th>ALLOTMENT CLASS</th><th>RELEASE</th><th>OBLIGATION</th><th>DISBURSEMENT</th></tr>
<tr><td rowspan="4">FY 2024 GAA, R.A. No. 11975 (Programmed Appropriations)</td><td>Personnel Services (PS)</td><td colspan="3">until December 31, 2024</td></tr>
<tr><td>Maintenance and Other Operating Expenses (MOOE)</td><td colspan="3" rowspan="2">until December 31, 2025</td></tr>
<tr><td>Capital Outlays (CO)</td></tr>
<tr><td>Subsidies to GOCCs and LGUs</td><td>until December 31, 2025</td><td colspan="2">until fully expended</td></tr>
<tr><td rowspan="4">FY 2024 GAA, R.A. No. 11975 (Unprogrammed Appropriations)</td><td>PS</td><td colspan="3">until December 31, 2024</td></tr>
<tr><td>MOOE</td><td rowspan="3">until December 31, 2024</td><td colspan="2">until December 31, 2025</td></tr>
<tr><td>CO</td><td colspan="2" rowspan="2">until fully expended</td></tr>
<tr><td>Subsidies to GOCCs and LGUs</td></tr>
<tr><td rowspan="4">Automatic Appropriations</td><td>RLIP, PS portion of SAGF, Pensions of Former Presidents or their Surviving Spouses, Net Lending, Interest Payments, and Tax Expenditure Fund</td><td colspan="3">until December 31, 2024</td></tr>
<tr><td>SAGF (MOOE and CO)</td><td rowspan="2">until December 31, 2024</td><td colspan="2">until December 31, 2025</td></tr>
<tr><td>National Tax Allotment (NTA) and Annual Block Grant</td><td colspan="2">until fully expended</td></tr>
</table>

3. The Central Office shall provide the funds for the implementation of, but not limited to, the following PAPs, subject to the approval of the Director General:

PAPs	Basis
Special Training for Employment Program (STEP)	Item 4, Special Provisions for TESDA, RA 12116: FY 2025 GAA
Universal Access to Quality Tertiary Education (UAQTEA)	Item 5, Special Provisions for TESDA, RA 12116: FY 2025 GAA
Scholarship Program for Eligible Incumbent Child Development Workers (CDWs)	Item 10, Special Provisions for TESDA, RA 12116: FY 2025 GAA
Senior High School Assessment and Certification Support Program	Item 7, Special Provisions for TESDA, RA 12116: FY 2025 GAA
Support to Expand the Number of Accredited Assessors	Item 8, Special Provisions for TESDA, RA 12116: FY 2025 GAA
Staff Development Programs under the Supplemental Learning and Development Plan	TESDA Circular No. 038, series of 2024
Establishment and Recognition of the Industry TVET Boards	TESDA Circular No. 038, series of 2023
New, Emerging, and Special Programs	*as approved/directed by the President and/or the Secretary/Director General*

4. For centrally-managed scholarship funds, a corresponding Sub-Allotment Release Order (Sub-ARO) and Notice of Transfer Allocation (NTA) shall be released to ROs based on the approved National Qualification Maps (NQMs).

   4.1. The FMS-BD shall issue Sub-ARO to the Regional Offices (ROs) within five (5) working days from receipt of the following:

      4.1.1. Memorandum Request;
      4.1.2. Duly accomplished Obligation Request and Status (ORS); and
      4.1.3. Approved National Qualification Maps or Project Proposals.

4.2. The corresponding NTA shall be processed and released to the ROs within seven (7) working days from receipt of the approved Sub-ARO, subject to the availability of Notice of Cash Allocation/s.

4.3. Distribution of the 2% Administrative Costs for centrally-managed funds from all applicable Scholarship Programs shall follow the provision under item 10.2, Section VII, TESDA Circular No. 014, series of 2025 *(Omnibus Guidelines for the Implementation of FY 2025 TESDA Scholarship Programs)*, and its amendments thereafter.

5. Strict adherence to the "No Overdraft" policy on the respective Offices' budget shall be observed.

The central and regional offices shall exert effort to adopt and implement cost-cutting/austerity measures to improve financial performance and efficiency.

6. Operating Units (OUs) shall allocate at least five percent (5%) of their regular MOOE allotments for the following expense items:

6.1. Repairs and maintenance of facilities;

6.2. Local Staff Development Programs under the Regional Workforce Learning and Development Plan *(Section VIII-1, TESDA Circular No. 038, series of 2024)*; and

6.3. Employees' Welfare Benefits as authorized under the CSC-approved TESDA-PRAISE.

7. The Regional Offices shall earmark the following minimum allocation for its regional/provincial/district training centers based on size classification:

Center	Small	Medium	Large
RTC	700K	850K	1M
PTC/DTC	500K	600K	700K

The RTC/PTC/DTC classification shall follow the provisions under items 4.a (for RTC) and 4.b (for PTC/DTC), Section IV, TESDA Circular No. 047, series of 2021 *(Implementing Guidelines for the TESDA Organizational Excellence Awards)*, and its amendments thereafter.

8. ROs may request additional funds for PAPs by submitting the following supporting documents duly accomplished, subject to the approval of the Secretary/Director General and availability of funds:

A. Terms of Reference, reflecting among others the list of courses/qualifications to be offered;
B. Proof of Land Ownership;
C. Site Development Plan;
D. Certification of Non-Availability of Funds from the General Fund and/or the Sariling Sikap Program (SSP) Fund; and
E. Memorandum request duly signed by the Regional Director.

9. Below are the allowed maximum monthly communication allowance/expense: *(DBM Budget Circular No. 2024-2, Series of 2024)*

Rank/Position	Amount
Secretary/Director General [SG 31]	[1]8,000.00
Deputy Director General (DDG) [SG 29]	[2]5,000.00
Director IV (Executive/Regional Directors or Its equivalent in designation) [SG 28]	[3]3,000.00
Director III (or its equivalent in designation) [SG 27]	[4]2,500.00
Head Executive Assistant [SG 27]	
College Administrator II [SG 26]	
Vocational School Superintendent I [SG 25]	[5]2,000.00
Board Secretary VI and Attorney V [SG 25]	
Vocational School Administrator (VSA) III [SG 24]	2,000.00
Division Chiefs (or its equivalent in designation) [SG 24]	
RTC Chiefs [SG 24]	
P/DTC Heads, TAS Administrators (VSA I, VSA II, or its equivalent in designation[6])	[7]1,500.00

[1] *For SG 31 positions*
[2] *For SG 29 positions*
[3] *For SG 28 positions*
[4] *For SG 26 and 27 positions*
[5] *For SG 24 and 25 positions*
[6] *In compliance with TESDA Circular No. 054 series of 2022 relative to Designation Orders*
[7] *For specified employees whose duties and responsibilities entail expenses for communication services.*

a. The cellular phone allowance shall be used in aid of the performance of their official duties and responsibilities.

b. Employees authorized to claim cellular phone allowance are encouraged to avail of applicable promos and packages of service providers to maximize cellular phone usage at the least cost.

c. Charges in excess of the given ceiling shall be shouldered by the concerned employee.

In the case of official foreign travels, the official or employee concerned may claim for the reimbursement of additional communication expenses incurred in excess of the allowable rate prescribed herein, based on the actual amount of communication expenses incurred, reckoning from the date of departure from the Philippines up to the date of return from the said foreign travel, subject to the submission of the following additional supporting documentary requirements:

c.1. Self-certification that the communication expenses incurred were official in nature and necessary to the performance of official duties and responsibilities;

c.2. Approved travel order and Certificate of Travel Completed, in case of claims for additional communication expenses incurred beyond the maximum allowable amount during official foreign travels;

c.3. Monthly bill/statement of account, official/tape/electronic receipt/invoice, and reimbursement expense receipt.

Provided, that the availment of such is done while carrying out official duties and responsibilities. Provided further, that the actual communication expenses incurred for the said foreign travel shall not exceed one hundred percent (100%) of the prescribed rate of communication expenses in this Circular, regardless of the duration and frequency of travel of the official/employee concerned

c.4. Employee/official with concurrent designation shall only be entitled to a single cellular phone allowance.

Further, those designated as OIC or in an Acting Capacity to positions in internally-created organizational units whose staffing is not authorized by the DBM, and thus considered as ad hoc arrangements, shall not be entitled to the reimbursement of communication expenses.

c.5. The cellular phone allowance is for the discharge of official business, as such its usage may be shared with staff/team members within the operating unit.

Personnel whose nature of work requires the frequent use of cellular phone in accomplishing his task/job may be granted authority to claim provisional cellular phone allowance upon request of the head of office, subject to the availability of funds and approval of the Secretary/Director General.

d. Furthermore, as expressly provided in section 7.2 of the above-mentioned DBM issuance, *"For purposes of availing the payment of communication expenses under this Circular, the department/agency officials and employees shall register or enroll only one (1) mobile number, which will be considered as the official/employee's official number. Said mobile number must be submitted to the department/agency's Administrative Service (or equivalent office/unit) for record and information purposes."*

10. Catering services shall be limited to institutional/major events, trainings and seminars/workshops, and meetings involving external partners/offices. The per capita cost is as follows:

Nature of Event	Snacks	Meals		
		Breakfast	Lunch	Dinner
• Trainings and Seminars/Workshops • Bidding • Conduct of Inventory with COA • ExCon/EnCon with COA	150.00 per snack	200.00	350.00	350.00

Nature of Event	Snacks	Meals		
		Breakfast	Lunch	Dinner
• Executive Committee Meeting/Management Committee Meeting (Inter-Cluster Meeting), TWG/Task Force Meeting • Meetings with the Local Partners/Stakeholders	150.00 per snack	200.00	350.00	350.00
• Conferences (NDC/GDC/AdCon) • Institutional Events (e.g. Anniversary Celebration, Hosting/Hosting of visiting Dignitaries, Awarding Ceremonies, MOA/MOU-related activities) • TESDA Board Meetings	250.00 per snack	300.00	450.00	450.00
Hosting of International Events (ASEAN, etc.)	500.00 per snack	1,000.00	1,500.00	1,500.00

10.1. Provision of meals or catering services is not allowed during the following:

10.1.1. Regular Staff Meetings

10.1.2. Virtual Meetings

11. The Central Office shall continue to adopt the "Gasoline Fleeting" Scheme. Other Operating Units are encouraged to adopt the same and facilitate the engagement of a fuel provider for the use of fleet cards. Below is the Fuel Card Matrix that must be followed:

Level	Type of Fleet Card
Secretary/Director General	• Vehicle - the card is registered to a particular government vehicle. The government vehicle can be fueled regardless of the driver
DDGs	

Level	Type of Fleet Card
TESDA Fuel Card Manager (Chief, GSD)	• Driver / Admin. Card - This is usually recommended for users who operate several government vehicles
Executive/Regional Directors (or its equivalent in designation)	• Vehicle - the card is registered to a particular government vehicle. The government vehicle can be fueled regardless of the driver
Provincial/ District/Assistant Executive Directors (or its equivalent in designation)	• Vehicle - the card is registered to a particular government vehicle. The government vehicle can be fueled regardless of the driver

12. Below is the monthly ceiling for the allocation of gasoline consumption:

Rank/Position	Monthly Ceiling (in liters)
GSD/ OSEC Operations (3 Vehicles)	1,050
DDGs	400
Executive Directors (or its equivalent in designation)	300
Regional Directors (or its equivalent in designation)	350
Provincial/ District/ Asst. Directors (or its equivalent in designation)	300
TAS Administrators	250
RTC Chiefs	250
PTC Heads	125
All other service vehicles	Based on actual need and consumption

No reimbursement of the cost of gasoline and oil shall be allowed if a private vehicle is used. Further, under no circumstances should fuel be issued to privately owned motor vehicles. *(Executive Order No. 77 and COA Circular No. 96-004)*

13. Allowable claims for Travel Expenses[8] shall follow the rates provided under Executive Order No. 77 dated 15 March 2019.

Further, below is a summary of the liquidation deadlines pursuant to Section 22 of Executive Order No. 77:

Type of Cash Advance	Deadline for Liquidation
Travel Expenses (Local Travel)	Within one (1) calendar month after his/her return to the permanent official station
Travel Expenses (Foreign Travel)	Within two (2) calendar months after the return to the Philippines

Failure to liquidate within the deadlines will result in the withholding of salaries, non-processing of subsequent cash advances, and disqualification to the grant of other performance-based bonuses, among others.

In addition, the claims for travel expenses of Staff under a job order contract for official travel shall follow the provisions of Section VIII, TESDA Circular No. 015, series of 2024 (*Guidelines on the Agency Hiring/ Rehiring of Job Order Workers as Technical and Administrative Support)*, and its amendments thereafter.

14. Certificate of Availability of Funds (CAF) shall only be issued once, except for the increase in the Approved Budget for the Contract (ABC) amount. The first issued CAF is proof that the said project or program has sufficient budget allocation; hence any changes other than an increase in ABC will not necessitate an issuance of a new CAF as these will not affect the validity of appropriation for the purpose as well as the availability of funds.

15. In the preparation of Terms of Reference (TOR) for the implementation of PAPs, the budgetary portion must clearly indicate the funding source. Separate TORs shall be prepared per fund source.

16. For reference and monitoring purposes, the end user shall provide a copy of the approved TOR to:

16.1. The Budget Division-FMS - for the Central Office
16.2. Respective Budget Officers - for the ROPODOTI

[8] *Daily Travel Expenses, Transportation Expenses, and Daily Subsistence Allowance*

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17. In the preparation of the Fund Utilization Report, the following should be followed:

17.1. Scholarship funds should reflect the provincial-level utilization.
17.2. The Provincial Office/TTI/School's Financial Analysts/Budget Officer shall submit their fund utilization report to the Regional Office (RO).
17.3. The RO Budget Officer shall consolidate the reports and reflect the same in the applicable FARs and the monthly DOLE Fund Utilization Report every 10th day of the month.

18. All COROTI shall accomplish and submit Budget and Financial Accountability Reports (BFARs) to COA, DBM, and BTr, as applicable through the DBM's Unified Reporting System (URS), in accordance with the timelines prescribed in the pertinent section of the GP of the GAA for the Budget Year, to wit:

Submission timeline	Report
Within 30 days after the end of each quarter	• BAR No. 1 • FAR No. 1 • FAR No. 1-A • FAR No. 1-B • FAR No. 1-C • FAR No. 2 • FAR No. 2-A • FAR No. 5 • FAR No. 6
On or before 30th day following the end of the year	• FAR No. 3
On or before the 10th day of the month following the last month of the covered reporting period.	• FAR No. 4

As evidence and to validate the online submission, only hard copies of BFARs generated from the URS and duly signed by the head of Office or his/her authorized representative shall be accepted as official submission. *(COA-DBM Joint Circular No. 2019-1, Series of 2019)*

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19. Workshop sessions will be conducted to reconcile financial data of the following:

Frequency	Financial Data	Purpose
Quarterly	Scholarship Programs' Fund Utilization Reports	To reconcile and validate Physical vis-a-vis Financial Accomplishment Reports of Scholarship Programs.
Semestral	Financial Statements	To recognize COROPO contra-accounts and reconciling items that require adjustment and correction in the books of accounts

20. The funding sources for the wages of the Contract of Service (COS)/Job Order (JO) workers shall follow the provisions contained on pages 8 and 9 of TESDA Circular No. 015, Series of 2024.

Repeal

Provisions in the TESDA Circular No. 011, series of 2023, and all related issuances contrary to or inconsistent with this circular are hereby repealed, modified, or amended accordingly.

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