



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ISO 9001 : 2008 CERTIFIED

*Tatak ng Integridad, Serbisyong Dekalidad, Kaagapay sa Pag - unlad*



January 4, 2013

**Ms. Richelda L. Ballard**

Officer-in-Charge

Financial and Management Services (FMS)

Department of Labor and Employment (DOLE)

Intramuros, Manila

Dear Ms. Ballard:

We are pleased to furnish you a soft copy of the updated version of TESDA Citizen's Charter. We have updated the corresponding procedures of our frontline services to better serve our customers.

Thank you and best regards.

Very truly yours,

**PILAR G. DE LEON, CESO III**

Director IV

Office of the Chief of Services for Administration (OCSA)

OFFICE OF THE DIRECTOR  
FINANCIAL AND MANAGEMENT SERVICES  
DEPARTMENT OF LABOR AND EMPLOYMENT

RECEIVED

NAME

DATE

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TIME



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*Tatak ng Integridad, Serbisyong Dekalidad, Kaagapay sa Pag-unlad*



November 15, 2012

ATTY. MYRNA D. MACATANGAY

Director IV

Civil Service Commission

National Capital Region

25 Kaliraya Street, Quezon City

Received by:  
ap 11/15/12  
Angelica F. Alabaca

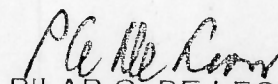
Attention: *Director Maria Victoria M. Salazar*  
CSCFO-DOST

Dear Atty. Macatangay:

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Thank you and best regards.

Very truly yours,

  
PILAR G. DE LEON, CESO III  
Director IV  
Office of the Chief of Services  
for Administration (OCSA)