



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

**FREEDOM OF INFORMATION (FOI)
PEOPLE'S MANUAL**

January 2021

**Hotline: (02) 8887-7777
Website: www.tesda.gov.ph**

Approved by:

A handwritten signature in black ink, appearing to read 'Isidro S. Lapeña', is written over a faint circular watermark of the TESDA logo.

SEC. ISIDRO S. LAPEÑA, PhD, CSEE
Director General

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FOREWORD

Executive Order No. 2, on *"Operationalizing in the Executive Branch the People's Constitutional rights to information and the state policies to full public disclosure and transparency in the public service and providing guidelines therefor"*, was signed by President Rodrigo Roa Duterte last 23 July 2016. It sets the provisions under which every Filipino may have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

The EO also directed every government office to prepare its own People's FOI Manual to provide its customers, stakeholders and the general public the procedures in requesting for information and inform them of the procedures to be followed by the agency in the processing of FOI requests.

In response to the said directive, this TESDA FOI People's Manual is being published. The People's Manual hopes to contribute to the effective implementation of EO No. 2.

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1.0 Purpose

This document aims to standardize the process in requesting for information and processing of requests under Executive Order (E.O.) No. 2 on Freedom of Information (FOI).

2.0 Scope

The procedure in this manual applies to TESDA customers, stakeholders, and the public in general. It also covers the procedures to be undertaken by TESDA Operating Units in the Central, Regional, and Provincial/ District Office, including TESDA Technology Institutions (both Administered Schools and Regional/Provincial Training Centers) in the processing of FOI requests.

This manual also identifies the information that can be obtained by the public from the custody of TESDA; the exceptions or information that cannot be released because they are protected by the Constitution, laws or jurisprudence; the procedures for requesting public data; the process for appealing denial of request (of information); and the cost of request, if applicable.

3.0 Definition of Terms

Consultation	Refers to the process where a government office locates a record that contains information of interest to another agency/office, it will ask for the views of the concerned agency on whether the information can be disclosed before any final determination on approval or denial of request is made.
Denial	Refers to the situation when an office or agency cannot release any record in response to a FOI request, because, for example, the requested information is exempt from disclosure or no records responsive to the request can be located.
Exceptions	Refers to information that should not be released and disclosed in response to a FOI request because they are protected by the Constitution, laws or jurisprudence.
FOI Decision Maker (FDM)	Refers to the operating unit which has access and control over the information being requested.

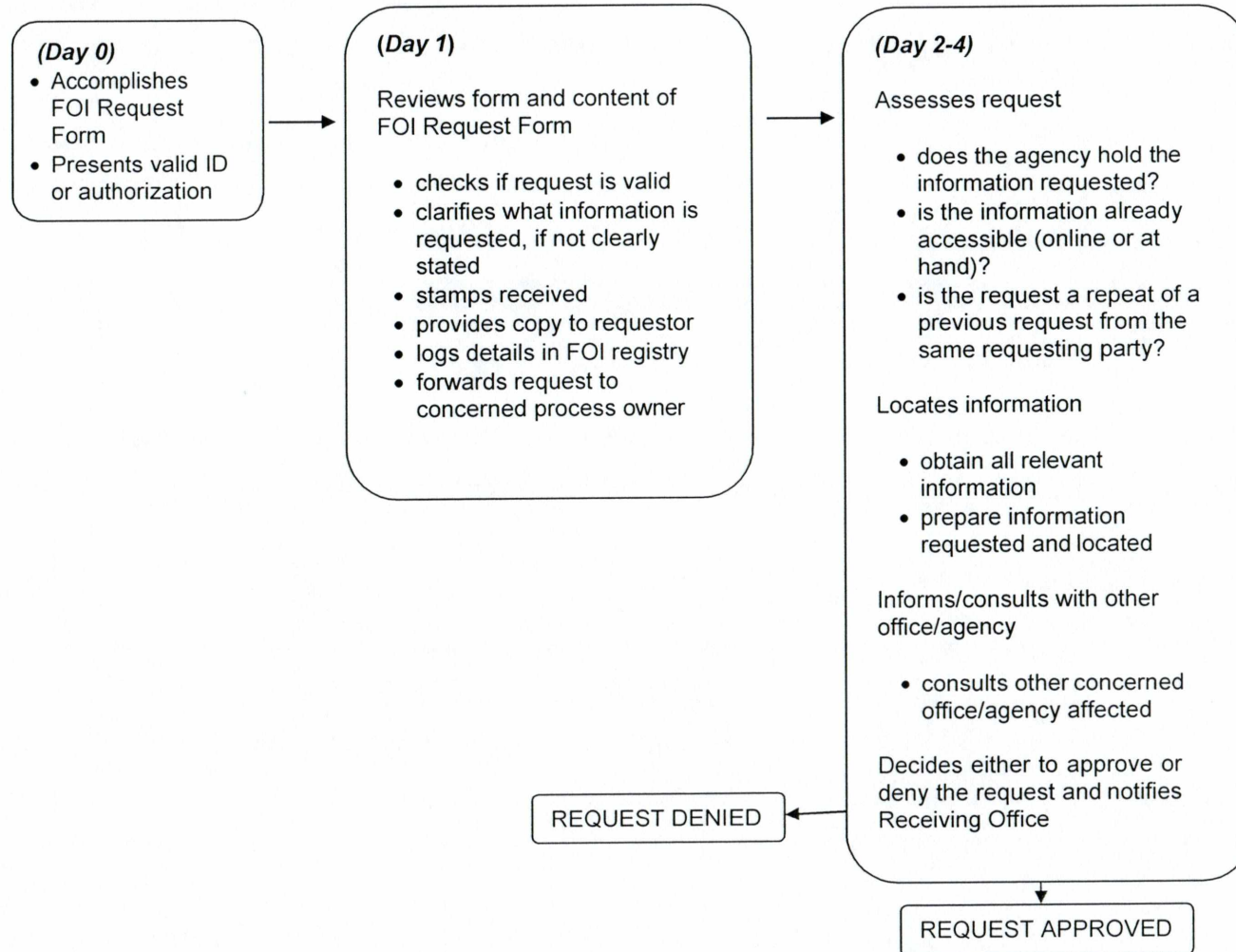
FOI Receiving Office (FRO)	Refers to the primary contact at each agency operating unit where the requesting party can submit its FOI request or call and ask questions about the FOI process or the pending FOI request.
FOI Request	Refers to a written request submitted to a government office personally or by email asking for records on any topic. A FOI request can generally be made by any Filipino to any government office.
Information	Refers to any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

4.0 Responsibilities

Director General	Decides on the FOI Appeal raised by requesting party regarding the denial of FOI Request.
Executive Director(CO)/ Regional Director (RO)/ Provincial/District Director (PO/DO) Center Chief or School Administrator (TTI)	Provides final approval, denial or extension of response to FOI Request.
HRMD Chief/ FASD Chief/ HR Designate	Designated Receiving Officer who acts on the FOI Request. S/he reviews the validity of the request for information in terms of form and content.
Process Owner	Acts as the FOI Decision Maker and is responsible for locating and retrieving the information requested.

5.0 Procedure Flow

Requesting Party	Receiving Office (HRMD Chief/FASD Chief/ HR Designate)	Decision Maker (Process Owner) (ED/RD/PD/TTI Chief/Adm)	Appeal Body (Director General)
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Requesting Party	Receiving Office <i>(HRMD Chief/ FASD Chief/ HR Designate)</i>	Decision Maker <i>(Process Owner)</i> <i>(ED/RD/PD/TTI Chief/Adm)</i>	Appeal Body <i>(Director General)</i>
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REQUEST APPROVED

(Day 5-8)

Considers response

- reviews content of documents and apply relevant exceptions
- considers comment/ advices of officials

(Day 9-10)

- seeks clearance from Head of Operating Unit

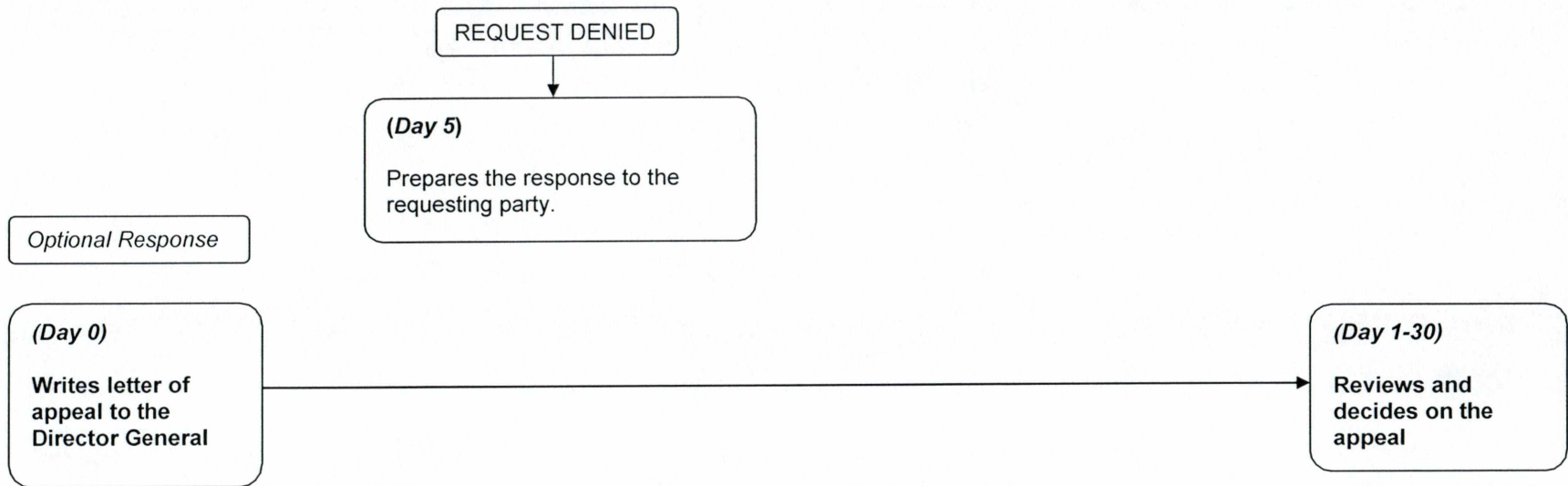
(Day 11-12)

- prepares information for release, e.g. scan or photocopy documents
- if applicant asked for information in a certain format, complies as deemed practical
- updates FOI Registry and saves response

(Day 13-15)

- Prepares response and transmit information to the requesting party

Requesting Party	Receiving Office <i>(HRMD Chief/ FASD Chief/ HR Designate)</i>	Decision Maker <i>(Process Owner)</i> <i>(ED/RD/PD/TTI Chief/Adm)</i>	Appeal Body <i>(Director General)</i>
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6.0 Procedure Details

6.1 Accomplishment of the FOI Request Form

- 6.1.1 The requesting party shall accomplish the FOI Request Form and submit the same to the HRMD Chief/ FASD Chief/ HR Designate.
- 6.1.2 The requesting party shall also present a valid proof of identification or authorization.

6.2 Review of the FOI Request Form

- 6.2.1 The HRMD Chief / FASD Chief / HR Designate shall review the request for information and check compliance of the following requirements:
 - a. The request must be in writing (using the FOI Request Form);
 - b. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
 - c. The request shall reasonably describe the information requested and the reason for or purpose of the request for information.
 - d. The information requested falls under the following public documents:
 - Decisions rendered on TESDA administrative cases after said cases had been resolved within the level of TESDA;
 - Letters between and among government offices on existing TESDA projects and programs;
 - TESDA Board Resolutions;
 - Contracts which are signed by TESDA in relation to procurement activities of TESDA after the procurement had been concluded;
 - Contracts which are signed by TESDA that did not undergo any procurement process;
 - Minutes and Transcripts of official meetings;
 - Published materials of TESDA;
 - Photographs of TESDA official events;
 - TESDA research materials that are already completed;
 - Sound and video recording of TESDA official events;
 - Computer stored data that may be obtained from the TESDA website pertaining to official transactions of TESDA;
 - Personnel Data Sheets (PDS) of TESDA officials and employees; and subject to IRR of R.A. No. 10173 known as the "Data Privacy Act of 2012";

- Statement of Assets, Liabilities and Networth (SALN) of TESDA officials and employees subject to Sections 3 and 4 of EO No. 2, series of 2016;
 - MOAs entered into by TESDA;
 - Other information identified under the Agency's Information Inventory.
- e. The information requested do not fall under the following areas (exceptions):
- QMS documents (Quality Procedures and Operating Procedures);
 - Personal information of students, trainees and apprentices at public and private TVET Institutions and training centers in due deference to the provisions of the Data Privacy Act;
 - Information covered by Executive privilege;
 - Privileged information relating to national security, defense or international relations;
 - Information concerning law enforcement and protection of public and personal safety;
 - Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
 - Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
 - Prejudicial premature disclosure;
 - Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
 - Matters considered confidential under banking and finance laws, and their amendatory laws; and
 - Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

While TESDA is directed to provide public access to information, they are also instructed **to observe and protect the right to privacy of TESDA officials and employees**. The concerned TESDA employees are directed to ensure that **information would only be released if relevant to the request and if the Executive Order no. 02, series of 2016, certain laws and regulations would allow such disclosure**.

They are also tasked to make **"reasonable security arrangements" against leaks or premature disclosure of any**

information that might subject one to harassment, verification and other wrongful acts.

6.2.2 In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request, and the HRMD Chief/ FASD Chief/ HR Designate shall reduce it in writing. He/She through his/her duly authorized representative can also make the request in their behalf.

6.2.3 The request shall be stamped received by the HRMD Chief/ FASD Chief/ HR Designate, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and copy furnished the requesting party.

In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by electronic mail. The HRMD Chief/ FASD Chief/ HR Designate shall input the details of the request on the FOI Registry and allocate a reference number.

6.2.4 The HRMD Chief/ FASD Chief/ HR Designate shall ensure that the TESDA operating unit responds to the request within fifteen (15) working days following the date of receipt of the request.

6.2.5 The HRMD Chief/ FASD Chief/ HR Designate shall initially evaluate the content of the request, and acts as follows:

a. Request relating to more than one office/agency

If the requested information requires data/records from different agencies/ offices, the HRMD Chief/ FASD Chief/ HR Designate shall forward such request to the concerned agency/ office. He/she through his/her duly authorized representative can also make the request in their behalf. S/he shall ensure that the request is well coordinated and that compliance is monitored. S/he shall also clear with the respective FOI Receiving Offices of such agencies/ offices that s/he will only provide the specific information that relates to his/her concerned TESDA operating unit.

b. Requested information is not in the custody of the TESDA Operating Unit

If the requested information is not in the custody of the TESDA operating unit, HRMD Chief/ FASD Chief/ HR Designate shall undertake the following steps:

- If the records/information requested can be secured from another agency/ office, the request will be immediately transferred to the appropriate department through the most expeditious manner and the transferring office must inform the requesting party that the request has been referred to another office/agency and that the information cannot be secured within the 15 working day limit. *The 15 working day requirement for the receiving office commences the day after it receives the request.*
- If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.

c. Requested information is already posted and available on-line

If the information being requested is already posted and publicly available in the agency website, data.gov.ph or foi.gov.ph, the HRMD Chief/ FASD Chief/ HR Designate shall inform the requesting party of the website link where the information is posted.

d. Requested information is substantially similar or identical to a previous request

Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the HRMD Chief/ FASD Chief/ HR Designate shall inform the applicant of the reason of such denial.

6.2.6 Any question on the legality of the information requested shall be forwarded to the Department of Justice (DOJ) and/or the Office of the Solicitor General (OSG) to ensure that it does not violate any laws. A notice shall be made to the requesting party on the status of request.

6.2.7 HRMD Chief/ FASD Chief/ HR Designate after evaluation shall notify the process owner of the request. The copy of the request shall be forwarded to said process owner within one (1) day from receipt of the written request.

6.2.8 HRMD Chief/ FASD Chief/ HR Designate shall reflect the status/ details of transfer of FOI Request to the FOI Registry.

6.3. Processing of FOI Request

6.3.1 The process owner, upon receipt of the request for information shall assess the request and make all necessary steps to locate and retrieve the information requested.

6.3.2 The process owner shall ensure that the complete information is submitted to the HRMD Chief/ FASD Chief/ HR Designate within twelve (12) days upon receipt of request (from requesting party).

6.3.3 If the process owner needs further details to identify and locate the information, s/he shall, through the HRMD Chief/ FASD Chief/ HR Designate, seek clarification from the requesting party. The clarification shall stop the running of the 15 WD period and will commence again after it receives the required clarification from the requesting party.

6.3.4 If the process owner determines that a record contains information of interest to another agency/office, then s/he shall consult with the concerned agency/office to determine if disclosure is allowed.

6.3.5 If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the process owner shall inform the HRMD Chief/ FASD Chief/ HR Designate.

6.3.6 The HRMD Chief/ FASD Chief/ HR Designate shall inform the requesting party of the required extension, setting forth the reasons for such extension. In no case shall be extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

6.3.7 Once the process owner approves, denies or extends response to the request, s/he shall immediately notify the HRMD Chief/ FASD

Chief/ HR Designate who shall in turn prepare the response to the requesting party either in writing or by email.

- 6.3.8 All actions on request (whether approval, denial or extension) shall pass through the Head of Operating Unit (i.e. ED, RD, PD, TTI Chief or Administrator) for final approval.

6.4 Transmittal of Information or Notice of Denial to Requesting Party

- 6.4.1 Upon receipt of requested information, the HRMD Chief/ FASD Chief/ HR Designate shall ensure that all records have been retrieved and considered checked for possible exemptions, prior actual release.
- 6.4.2 The HRMD Chief/ FASD Chief/ HR Designate shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any (such as actual costs of reproduction and copying of the information requested).
- 6.4.3 In case of denial the HRMD Chief/ FASD Chief/ HR Designate shall notify the requesting party of the denial in writing. The notice shall clearly set forth the ground/s for denial and the circumstances on which the denial is based.

Failure to notify the requesting party of the action taken on the request within the fifteen (15) working day period will be viewed as a denial of the request. Nevertheless, the failure to act upon the request by the concerned personnel within the prescribed period must also be supported with acceptable reason. Should no valid reason is provided and the same is merely due to plain omission or negligence, or if the ground for denial relied upon is based on pure personal or vested interest, whimsies, caprices or any other self-serving or other patently unjustified excuses, the responsible personnel shall be held guilty of Simple Misconduct which is punishable by suspension of one (1) month and one (1) day up to six (6) months for the first offense and the penalty of Dismissal for the second offense pursuant to Section 46 (D.2) of Rule 10 of the Revised Rules of Administrative Cases in the Civil Service (RRACCS), which penalty was affirmed by the Supreme Court in the case of Civil Service Commission vs. Jose J. Lucas (GR No. 127838, 21 January 1999).

6.4.4 HRMD Chief/ FASD Chief/ HR Designate shall reflect the status of FOI Request to the FOI Registry.

6.5 Remedies in Case of Denial

6.5.1 The denial of FOI Request may be appealed to the Office of the Director General.

6.5.2 The requesting party may submit a written appeal within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.

6.5.3 The appeal shall be decided by the Director General within thirty (30) working days from the receipt of the written appeal.

6.5.4 Once all administrative appeal remedies have been exhausted, the requesting party may file a case for Mandamus before the appropriate court.

7.0 Annexes

- **Annex A** - PCOO FOI Request Form
- **Annex B** - TESDA FOI Receiving Officers
(Central/ Regional/Provincial Office/TTI)



FREEDOM OF INFORMATION REQUEST FORM

IMPORTANT – Please read this information carefully before you complete the FOI request form. Once you have completed your request we **strongly advise** that you keep a copy for your records.

What is Executive Order No.2 s. 2016?

On July 23, 2016, President Rodrigo Roa Duterte signed Executive Order No. 2, also known as the Freedom of Information (FOI) Executive Order (EO). It upholds the constitutional right of people to information on matters of public concern.

The Executive Order covers all government offices under the Executive Branch, including government-owned or -controlled corporations (GOCCs) and state universities and colleges (SUCs). It requires all executive departments, agencies, bureaus, and offices to make public records, contracts, transactions and any information requested by a member of the public, except for sensitive information and matters affecting national security.

What is Freedom of Information?

The FOI EO is an important enabling mechanism to promote transparency in the government's administrative process. Through FOI, citizens are empowered to make a formal request to get information held by the government, barring certain sensitive and important data related to the nation's security. The FOI complements continuing proactive information disclosure efforts where agencies are duty-bound to publish information in the spirit of openness and transparency.

Freedom of Information is an integral element of President Duterte's Good Governance Plan aligned to reforms and initiatives that pursue greater transparency, accountability, and citizen participation in governance.

Who is overseeing the implementation of FOI Executive Order No. 2?

The Office of the President through the Presidential Communications Operations Office (PCOO) is over-seeing the implementation and operationalization of the FOI program. PCOO is also responsible for monitoring compliance and performance of all government agencies.

MAKING AN FOI REQUEST

Who can make an FOI request?

Under the FOI EO, any Filipino citizen can make an FOI request. As a matter of policy, requesting parties are required to present proof of identification (e.g., passport, driver's license, SSS ID, voters ID) in the submission of an FOI request.

Which agencies can I request information from?

An FOI request can be made to any government office under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, offices, and instrumentalities, including government-owned or controlled corporations, and state universities and colleges.

What is the procedure for making a valid FOI request?

To make a valid request, you must:

- Place your request in writing. Ensure to state your full name, contact information and provide a valid copy of your government-issued ID as proof of your identity. You can use the attached form or send a letter detailing your request submitted directly to the concerned agency or by email;
- Describe in detail the documents you wish to access; and
- Include the preferred mode of communication in order to be alerted about the status of your request, as well the preferred mode of receiving the documents, should your request be granted.

FEES

How much does it cost to make an FOI request?

There are **NO FEES** for making an FOI request. An agency however, may charge a reasonable fee for necessary costs associated with processing a request - including costs of printing, delivery, reproduction and/or photocopying.

NOTE: Use of this FOI request form is optional. Any written format for a Freedom of Information request is acceptable.

PROCESSING TIMES

When can I expect to receive a response to an FOI request?

Under the FOI EO, the standard processing time is fifteen (15) working days. During this time, you will be contacted regarding your FOI request through your preferred mode of communication.

If your request is granted, you can expect to receive the documents either through regular mail or email, or be requested to collect the documents at the office you had applied to. Otherwise, the agency will explain why your request is delayed or denied.

Can an agency request for a time extension?

In some cases, an agency may need more time to review your request and thereby inform you of an extension of processing period. Under such circumstances, an agency is permitted to extend an additional twenty (20) working days should the need arise.

Can I have my request expedited?

There is no process by which requests can be expedited. All requests will be reviewed equally on a case-by-case basis and allotted the fifteen (15) working day processing period from the time of receipt.

COMPLAINTS HANDLING

What if you are not happy with how the agency has handled your request?

Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure indicated in the Agency FOI Manual; provided that the written appeal must be filed by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period to respond to the request.

The appeal will be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate case in the proper courts in accordance with the Rules of Court.

IMPORTANT INFORMATION

Privacy

Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2.

If the agency gives you access to a document, and if the document contains no personal information about you, the document may be published online in the Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

Copyright

According to Sec. 176.1 of the Intellectual Property Code of the Philippines (RA No. 8293, as amended), No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties. No prior approval or conditions shall be required for the use of any purpose of statutes, rules and regulations, and speeches, lectures, sermons, addresses, and dissertations, pronounced, read or rendered in courts of justice, before administrative agencies, in deliberative assemblies and in meetings



FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 2, s. 2016)
(as of November 2016)

Please read the following information carefully before proceeding with your application. Use blue or black ink. Write neatly and in BLOCK letters. Improper or incorrectly-filled out forms will not be acted upon. Tick or mark boxes with "X" where necessary. Note: (★) denotes a MANDATORY field.

A. Requesting Party

You are required to supply your name and address for correspondence. Additional contact details will help us deal with your application and correspond with you in the manner you prefer.

1. Title (e.g. Mr, Mrs, Ms, Miss)	2. Given Name/s (including M.I)	3. Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Complete Address (Apt/House Number, Street, City/Municipality, Province)		
<input type="text"/>		
5. Landline/Fax	6. Mobile	7. Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Preferred Mode of Communication	<input type="checkbox"/> Landline <input type="checkbox"/> Mobile Number <input type="checkbox"/> Email <input type="checkbox"/> Postal Address <i>(If your request is successful, we will be sending the documents to you in this manner.)</i>	
9. Preferred Mode of Reply	<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Postal Address <input type="checkbox"/> Pick-Up at Agency	
10. Type of ID Given (Please ensure your IDs contain your photo and signature)	<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> SSS ID <input type="checkbox"/> Postal ID <input type="checkbox"/> Voter's ID <input type="checkbox"/> School ID <input type="checkbox"/> Company ID <input type="checkbox"/> Others <input type="text"/>	

B. Requested Information

11. Agency - Connecting Agency (if applicable)	<input type="text"/>	<input type="text"/>
12. Title of Document/Record Requested (Please be as detailed as possible)	<input type="text"/>	
13. Date or Period (DD/MM/YY)	<input type="text"/>	
14. Purpose	<input type="text"/>	
	<input type="text"/>	
15. Document Type	<input type="text"/>	
16. Reference Numbers (if known)	<input type="text"/>	
17. Any other Relevant Information	<input type="text"/>	

C. Declaration

Privacy Notice: Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2. If the Department or Agency gives you access to a document, and if the document contains no personal information about you, the document will be published online in the Department's or Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

I declare that:

- The information provided in the form is complete and correct;
- I have read the Privacy notice;
- I have presented at least one (1) government-issued ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature ◀ _____

Date Accomplished (DD/MM/YYYY) ◀ _____

D. FOI Receiving Officer [INTERNAL USE ONLY]

Name (Print name) ◀ _____

Agency - Connecting Agency (if applicable, otherwise N/A) ◀ _____

Date entered on eFOI (if applicable, otherwise N/A) ◀ _____

Proof of ID Presented (Photocopies of original should be attached) Passport Driver's License SSS ID Postal ID Voter's ID School ID Company ID Others _____

The request is recommended to be: Approved Denied

If Denied, please tick the Reason for the Denial Invalid Request Incomplete Data already available online

Second Receiving Officer Assigned (print name) ◀ _____

Decision Maker Assigned to Application (print name) ◀ _____

Decision on Application Successful Partially Successful Denied Cost

If Denied, please tick the Reason for the Denial Invalid Request Incomplete Data already available online

Exception Which Exception? _____

Date Request Finished (DD/MM/YYYY) ◀ _____

Date Documents (if any) Sent (DD/MM/YYYY) ◀ _____

FOI Registry Accomplished Yes No

RO Signature ◀ _____

Date (DD/MM/YYYY) ◀ _____

TESDA FOI Receiving Officers of Central/Regional/Provincial Offices/TTIs

CENTRAL OFFICE

Name of Office and Address	Full Name	Position	Email Address	Contact Number
Human Resource Management Division <i>Administration Building, TESDA Complex, East Service Road, South Luzon Expressway, Fort Bonifacio, Taguig City</i>	Cylie Amor G. Litao	Acting Chief, HRMD	cglitao@tesda.gov.ph	(02) 8817-2516

REGIONAL OFFICES

National Capital Region (NCR)				
Name of Office and Address	Full Name	Position	Email Address	Contact Number
Regional Office <i>Bldg. 15, Gate 2, TESDA Complex, East Service Road, South Luzon Expressway, Fort Bonifacio, Taguig City</i>	Michael Sergio T. Francisco	Administrative Officer V	ncr.fasd@tesda.gov.ph mstfrancisco@tesda.gov.ph	(02) 8817-2781
District Office-CAMANAVA (CALOOCAN, MALABON, NAVOTAS, VALENZUELA) <i>C3 Road Virgo Drive, Brgy. NBBS, Kaunlaran, Navotas City</i>	Angelica A. Nalo	Administrative Officer V	aanalo@tesda.gov.ph	(02) 8282-7276
District Office - PASKAK (PASAY/MAKATI) <i>Bldg. 15 (Annex), TESDA Complex, East Service Road, South Super Highway Taguig City</i>	Kristel Marine C. Labrador	Senior TESD Specialist	kmclabrador@tesda.gov.ph	(02) 8810-5814
District Office - Manila <i>1314 Mahatma Gandhi Street, corner Belen, Paco, Manila</i>	Mae Ann Manay O. Saipen	Administrative Officer IV	mmsaipen@tesda.gov.ph	(02) 8708-0077

<p>District Office- MUNTIPARLASTAPAT (MUNTINLUPA, PARAÑAQUE, LAS PIÑAS, PATEROS)</p> <p><i>Bldg. 8 TESDA Complex, East Service Road, South Luzon Expressway, Fort Bonifacio, Taguig City</i></p>	Mary Mae C. Manikan	Administrative Officer V	mmmanican@tesda.gov.ph	(02) 8886-5306
<p>District Office- PAMAMARISAN (PASIG,MANDALUYONG, MARIKINA, SAN JUAN)</p> <p><i>2F NTTA Bldg, MPC Compound, Chanyungco St., Sta. Elena, Marikina City</i></p>	Cynthia C. Gabayoyo	Senior TESD Specialist	ccgabayoyo@tesda.gov.ph	(02) 8570-9893
<p>District Office- Quezon City</p> <p><i>Bituan ST., Dona Imelda, Araneta Avenue, Quezon City</i></p>	Elena E. Tividad	Administrative Officer V	eetividad@tesda.gov.ph	(02) 8711-0244
<p>Quezon City Lingkod Bayan Skills Development Center (QCLBSDC)</p> <p><i>Barangay Hall Compound, Dahlia Avenue, Fairview, Quezon City</i></p>	Marivic A. Ramos	Senior TESD Specialist	qclbsdc@tesda.gov.ph	(02) 7799-9092
<p>TESDA Women's Center</p> <p><i>TWC Bldg., Gate 1, TESDA Complex, East Service Road, South Luzon Expressway, Fort Bonifacio, Taguig City</i></p>	Janet A. Morales	Job Order	jamorales@tesda.gov.ph	(02) 88172651
<p>Regional Training Center - National Capital Region</p> <p><i>Bldg. 15, Gate 2, TESDA Complex, East Service Road, South Luzon Expressway, Fort Bonifacio, Taguig City</i></p>	Marielle B. Sotto	Administrative Officer I	mariellesotto14@gmail.com	(02) 8810-2540

CAR				
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Provincial Office - Abra <i>Brgy. Poblacion, Pidigan, Abra</i>	Emilyn D. Sencio	Administrative Officer V	edsencio@tesda.gov.ph	09052769985
Provincial Office - Apayao <i>Government Center Barangay San Isidro Luna, Apayao</i>	Judilyn B. Langgaman	Administrative Officer V	car.apayao@tesda.gov.ph	(0917) 679-6808
Provincial Office - Benguet <i>Upper Wangal, La Trinidad, Benguet</i>	Hazel Joy O. Torida	TESD Specialist I	car.benguet@tesda.gov.ph	(074) 423-1263
Provincial Office - Ifugao <i>Rock Quarry, Awao, Poblacion East, Lagawe, Ifugao</i>	Marifi T. Badua	Administrative Officer V	mtbadua@tesda.gov.ph	09778225935
Provincial Office - Kalinga <i>Purok 6, Bulanao, Tabuk City, Kalinga</i>	Florence D. Jose	Administrative Officer V	car.kalinga@tesda.gov.ph	(074)624-0030
Provincial Office - Mt. Province <i>2nd floor Multi-Purpose Building, Bontoc, Mountain Province</i>	Hela-Rose D. Litdog	Administrative Officer V	hdlitdog@tesda.gov.ph	09189659156
Regional Training Center - Baguio <i>Magsaysay, Loakan, Baguio City</i>	Dennis S. Cajigan	TESD Specialist II	dscajigan@tesda.gov.ph	(074) 424-8723
Provincial Training Center - Abra <i>Poblacion, Pidigan, Abra</i>	Irene B. Caliwag	TESD Specialist II	ibcaliwag@tesda.gov.ph	(074) 752-5616
Provincial Training Center - Ifugao <i>Rock Quarry, Poblacion North, Lagawe, Ifugao</i>	Jennilyn G. Camilo	TESD Specialist I	ptcifugao@tesda.gov.ph	(074) 423-0052
Provincial Training Center - Apayao <i>San Isidro Sur, Luna, Apayao</i>	Fidelía Y. Galvezo	Supervising TESD Specialist	fygalvezo@tesda.gov.ph	(0936) 105-8195

Provincial Training Center - Mt. Province <i>Palatong, Tambingan, Sabangan, Mountain Province</i>	Jasmin L. Kediam	TESD Specialist I	jlkediam@tesda.gov.ph	N/A
Provincial Training Center - Benguet <i>Upper Wangal, La Trinidad, Benguet</i>	Venus D. Wakit	Administrative Assistant III	pptc-benguet@tesda.gov.ph	(0933) 859 9464
Provincial Training Center - Kalinga <i>Purok 6, Bulanao, Tabuk City, Kalinga</i>	Gregg Y. Bagtang	TESD Specialist II	gybagtang@tesda.gov.ph	N/A
Baguio City School of Arts and Trades <i>80 Military Cut-off, Baguio City</i>	Ronaldo G. Dela Cruz	Administrative Officer IV	rgdelacruz@tesda.gov.ph	(074) 620-4882

REGION I				
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Regional Office I <i>Catabangen, City of San Fernando La Union</i>	Lamberto L. Acevedo	Chief Administrative Officer	llacevedo@tesda.gov.ph	(072) 242-7584
Provincial Office – Ilocos Norte <i>P. Gomez St., Brgy. 2, Laoag City, Ilocos Norte</i>	Julie Magdalena T. Campos	Administrative Officer V	region1.ilocosnorte@tesda.gov.ph	(077) 670-6901/ (077) 600-0209
Provincial Office- Ilocos Sur <i>Gov. A. Reyes St. Brgy. VIII, Vigan City, Ilocos Sur</i>	Apple N. Salvador	Administrative Officer V	ansalvador@tesda.gov.ph	(077) 604-5005
Provincial Office- La Union <i>Brgy. Catbangen, City of San Fernando, La Union</i>	Criselda M. Gugol	Administrative Officer V	region1.launion@tesda.gov.ph	(072) 700-0983 (072) 687- 0759
Provincial Office- Pangasinan <i>Capitol Compound, Lingayen, Pangasinan</i>	Genevieve C. Sanchez	Senior TESD Specialist	gcsanchez@tesda.gov.ph	(075) 632-2417
Bangui Institute of Technology (BIT) <i>Manayon, Bangui, Ilocos Norte</i>	Nove Rizza P. Trinidad	Administrative Officer IV	bit@tesda.gov.ph	0918-941-0374

Regional Training Center - La Union <i>TESDA Compound, Cathangen, San Fernando City, La Union</i>	Jovencio F. Panida	Senior TESD Specialist	rtcsanfernando@tesda.gov.ph	(072) 242-5584
Provincial Training Center- Pangasinan <i>Provincial Capital Compound, Lingayen, Pangasinan</i>	Doreen F. Pereda	Administrative Aide VI	Ptcpangasinan@tesda.gov.ph	(075) 542-4989
Luciano Milan Memorial School of Arts and Trades (LMMSAT) <i>Poblacion West, Asingan, Pangasinan</i>	Rowena R. Manahan	Assistant Professor I	lmmsat@tesda.gov.ph	(075) 563-2101 (075) 563-2840
Marcos Agro-Industrial School (MAIS) <i>Brgy. Lydia, Marcos, Ilocos Norte</i>	Avelina M. Pascual	Vocational Instruction Supervisor II	mais@tesda.gov.ph	N/A
Pangasinan Technological Institute (PTI) <i>San Isidro Norte, Binmaley, Pangasinan</i>	Apolonio O. Fernandez	Administrative Officer IV	aofernandez@tesda.gov.ph	(075) 529-0477, (075) 696-0468
Pangasinan School of Arts and Trades (PSAT) <i>Alviar West, Poblacion, Lingayen, Pangasinan</i>	Liza M. Victorio	Administrative Officer IV	psat@tesda.gov.ph	(075) 662-2077

REGION II				
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Regional Office – Region II <i>Carig, Tuguegarao City, Cagayan</i>	Imelda V. Gervacio	Chief Administrative Officer	lvgervacio@tesda.gov.ph	(078) 396-1088
Provincial Office- Batanes <i>Batanes Technical Skills Development Center, Basco, Batanes</i>	Domingo H. Dita, Jr.	Administrative Officer V	region2.batanes@tesda.gov.ph	(0975) 2043885 (0999) 5535045
Provincial Office- Cagayan <i>Carig Norte, Tuguegarao City, Cagayan</i>	Giovanni G. Ventura	TESD Specialist I	ggventura@tesda.gov.ph	(078) 377-0004

Provincial Office- Skills Development Authority- Isabela Provincial Office <i>2nd Floor, Abarca Building, Calamagui 2nd, City of Ilagan, Isabela</i>	Juliet R. Ramos	Administrative Officer V	julietramos83@yahoo.com	(078) 652-7842
Provincial Office - Nueva Vizcaya <i>Provincial Capitol Compound, Bayombong, Nueva Vizcaya</i>	Maryfe P. Viado	Administrative Officer V	region2.nuevavizcaya@tesda.gov.ph	(0919) 9910613
Provincial Office - Quirino <i>Capitol Hills, San Marcos, Cabarroguis, Quirino</i>	Valentina A. Damil	Administrative Officer V	region2.quirino@tesda.gov.ph	(0927) 4749163
Regional Training Center- Tuguegarao <i>Carig, Tuguegarao City, Cagayan</i>	Joel Dominador C. Canapi	Senior TESD Specialist	region2.rctuguegarao@tesda.gov.ph	(078) 396-1631
Aparri Polytechnic Institute <i>Rizal St., Maura, Aparri, Cagayan</i>	Juanito G. Domingo	Administrative Officer IV	jadedomingo7@gmail.com	(078) 888-0064
Isabela School of Arts and Trades <i>Calamagui 2nd, City of Ilagan, Isabela</i>	Jhon Kevin S. Bruno	Administrative Officer IV	acctnkevin7092@gmail.com	(078) 324-7087
Nueva Vizcaya Polytechnic Institute <i>Pudi, Kasibu, Nueva Vizcaya</i>	Marcelo A. Sapon	Administrative Officer IV	knas@tesda.gov.ph	0906-323-0657/ 0918-862-5135
Lasam Institute of Technology <i>Nabannagan West, Lasam, Cagayan</i>	Grace L. Baloran	Administrative Assistant II	gracelbaloran@gmail.com	09178138443
Southern Isabel College of Arts and Trades (SICAT) <i>Calaoacan, Santiago City</i>	Rizaldy V. Antonio	Administrative Officer IV	sicat@tesda.gov.ph	(078) 682-3924/ (078) 305-2577

REGION III				
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Provincial Office - Aurora <i>Burgos Extension, Brgy. 5, Baler, Aurora</i>	Sheila Theresa A. Rivera	Administrative Officer V	region3aurora@tesda.gov.ph	(0999) 9940085
Provincial Office - Bataan <i>Kinatawan Bldg. Capitol Drive, Tenejero, Balanga City Bataan</i>	Catherine M. Cornejo	Administrative Officer V	region3.bataan@tesda.gov.ph	(047) 237-1747
Provincial Office - Bulacan <i>RSDC Compound Mac Arthur Highway, Tabang, Guiguinto, Bulacan</i>	Daisy C. Superior	Administrative Officer V	region3.bulacan@tesda.gov.ph	(044) 794-4305
Provincial Office - Nueva Ecija <i>Brgy. Singalat, Palayan City, Nueva Ecija</i>	April Liza P. Chua	Administrative Officer V	region3nuevaecija@tesda.gov.ph	(044) 464-3235
Provincial Office - Pampanga <i>2F TDFI Bldg., Salilungan San Juan City of San Fernando Pampanga</i>	Guia Marie V. Fernandez	Administrative Officer IV	region3.pampanga@tesda.gov.ph	(0998) 5326461 (0917) 6323034
Provincial Office - Tarlac <i>San Isidro Industrial Complex, San Isidro, Tarlac City</i>	Norberto T. Evaristo	Administrative Officer V	region3tarlac@tesda.gov.ph	(0939) 9159470 (0917) 5140540
Provincial Office - Zambales <i>Balili, Palanginan, Iba, Zambales</i>	Michael P. Dispo	Administrative Officer IV	region3.zambales@tesda.gov.ph	(047) 811-2635
Regional Training Center- Mariveles <i>TESDA RTCCL, Wiswis, Brgy. Camaya, BEZ, Mariveles, Bataan</i>	Noli V. Bautista	Senior TESD Specialist	rtcmariveles@tesda.gov.ph	(047) 935-4751
Regional Training Center- Guiguinto <i>Tabang, Guiguinto, Bulacan</i>	Levita V. Cervantes	TESD Specialist II	lvcervantes@tesda.gov.ph	(044)794-4767

Provincial Training Center - Baler <i>Burgos Extension, Brgy. 5, Baler, Aurora</i>	Allan M. Leander	TESD Specialist II	ptcbaler@tesda.gov.ph	(042) 209-4225
Provincial Training Center - Orion <i>Wawa Pag-asa, Orion, Bataan</i>	Aida I. Estacio	Senior TESD Specialist	ptcorion@tesda.gov.ph	(047) 244-7197
Provincial Training Center - Calumpit <i>Arce St. Poblacion, Calumpit, Bulacan</i>	Lawrence M. Ramos	TESD Specialist II	ptccalumpit@tesda.gov.ph	(044) 815-7151
Provincial Training Center - Palayan City <i>Brgy. Atate, Sinagalan, Palayan City, Nueva Ecija</i>	Orlando E. Santos	Senior TESD Specialist	Ptcpalayan@tesda.gov.ph	(044) 940-1808
Provincial Training Center - Tarlac <i>Brgy. San Isidro, Tarlac City</i>	Franklin M. Macasaquit	Administrative Aide VI	ptctarlac@tesda.gov.ph	09983099656
Provincial Training Center- Iba <i>Balili, Palanginan, Iba, Zambales</i>	Olive A. Abasta	Administrative Officer IV	ptciba@tesda.gov.ph	(047) 811-2635
Concepcion Vocational School <i>TRC Compound Brgy. Alfonso, Concepcion, Tarlac</i>	Marjorie Anne D. Gutierrez	Administrative Aide IV	madgutierrez@tesda.gov.ph	(045) 800-7949
Gonzalo Puyat School of Arts and Trade (GPSAT) <i>San Sebastian, San Luis, Pampanga</i>	Rebena B. Canlas	Instructor I	gpsat@tesda.gov.ph	(045) 436-1471

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Provincial Office- Batangas <i>P. Herrera St., Batangas City</i>	Lhenie T. Aquilo	Administrative Officer V	ldtejada@tesda.gov.ph	(043) 723-0574
Provincial Office - Cavite <i>Provincial Capitol Compound, Trece Martires City, Cavite</i>	Rowena D. Nomio	TESD Specialist II	rdnomio@tesda.gov.ph	(046) 419-2421 (046) 419-0228
Provincial Office- Laguna <i>LLDA Compound KM 70, Brgy. Bangyas, Calauan, Laguna</i>	Rafael S. Saus	Administrative Officer V	rssaus@tesda.gov.ph	(049) 543-6494
Provincial Office - Quezon <i>2F Lucena Grand Terminal, Diversion Road, Lucena City, Quezon</i>	Doreen D. Alim	Administrative Officer V	ddalim@tesda.gov.ph	(0916) 3864009
Provincial Office- Rizal <i>TESDA Bldg. CME Compound, San Juan, Taytay, Rizal</i>	Ma. Ingrid DS. Sanga	TESD Specialist II	midssanga@tesda.gov.ph	8286-6141
Regional Training Center- Batangas <i>P. Herrera Street, Batangas City</i>	Marites N. Caballero	Senior TESD Specialist	rtcbatangas@tesda.gov.ph	(043) 300-0388
Provincial Training Center - Cainta <i>Cainta Municipal Compound, Cainta, Rizal</i>	Catherine Joy M. Custodio	TESD Specialist II	ptccainta@tesda.gov.ph	(02) 652-3919
RPTESDC- Bianngonan <i>Government Center Calumpang, Binangonan, Rizal</i>	Concepcion T. Obcena	TESD Specialist II	ctobcena@tesda.gov.ph	(02) 8652-3919
Provincial Training Center - Paliparan <i>Paliparan II, Dasmariñas, Cavite</i>	Bernard T. Bukiran	TESD Specialist II	btbukiran@yahoo.com	(046) 456-5429
Provincial Training Center - Rosario <i>Phase 1, CEPZ, Rosario, Cavite</i>	Deza C. Dimayuga	TESD Specialist II	dezdimayuga@gmail.com	(046) 437-2370

Bondoc Peninsula Technological Institute <i>National Road, Bayanihan, San Narciso, Quezon</i>	Anna Lizza C. Decena	Administrative Officer IV	anna_lizza45@yahoo.com	(042) 716-0083
Jacobo Z. Gonzales Memorial School of Arts and Trades (JZGMSAT) <i>Barangay San Antonio, Biñan, Laguna</i>	Ma. Victoria M. Cads	Administrative Officer IV	avic_cads@tesda.gov.ph	(049) 511-6133
Quezon National Agricultural School (QNAS) <i>Silangang Malicboy, Pagbilao, Quezon</i>	Maria Lourdes Y. Aurin	Administrative Officer IV	mlyaurin@tesda.gov.ph	042 716 0500

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Provincial Office-Marinduque <i>3rd Flr. Francisco-Pura Bldg., San Miguel, Boac, Marinduque</i>	Rowena D. Arellano	Administrative Officer V	rdarellano@tesda.gov.ph	09177249618
Provincial Office-Occidental Mindoro <i>2F Three Kids Bldg. Rizal St. Brgy. 6 San Jose, Occidental Mindoro</i>	Baby Ruth S. Hablo	Administrative Officer V	brshablo@tesda.gov.ph	(043) 457-0258
Provincial Office-Oriental Mindoro <i>Martinez Bldg., Lumangbayan, Calapan City, Oriental Mindoro</i>	Ma. Lourdes V. Del Mundo	Administrative Officer V	region4b.orientalmindoro@tesda.gov.ph	(043) 288 1117
Provincial Office-Palawan <i>PPSAT Compound, Sta. Monica, Puerto Princesa City, Palawan</i>	Javelin E. Obrero	Supervising TESD Specialist	region4b.palawan@tesda.gov.ph	(048) 433 7146
Provincial Office-Romblon <i>2ndFloor EGE Bldg., Festin St., Brgy. Ligaya, Odiongan, Romblon</i>	Zarah A. Faa	Administrative Assistant III	zafaa@tesda.gov.ph	(042) 567 5116

Alcantara National Trade School (ANTS) <i>Poblacion, Alcantara, Romblon</i>	April Joy P. Lota	Administrative Officer I	ants@tesda.gov.ph	(042) 567 5116
Buyabod School of Arts and Trades (BSAT) <i>Brgy. Buyabod, Sta. Cruz, Marinduque</i>	Erick Anthony B. Portento	Administrative Officer IV	bsat@tesda.gov.ph	(042) 753 0081 (042) 321 2035
Puerto Princesa School of Arts and Trades (PPSAT) <i>Felix Rafols Road, Sta. Monica, Puerto Princesa City, Palawan</i>	Andrea A. Espinosa	Administrative Officer IV	ppsat@tesda.gov.ph	(048) 433 0504
Simeon Suan Vocational & Technical College (SSVTC) <i>Pag-asa, Bansud, Oriental Mindoro</i>	Gloria B. De Jesus	Administrative Officer IV	sstvc@tesda.gov.ph	(043) 298-7096
Torrijos Poblacion School of Arts & Trades (TPSAT) <i>Brgy. Poctoy, Torrijos, Marinduque</i>	Joyce Anne P. Villaruel	Administrative Officer IV	tps@tesda.gov.ph	(042) 332 1540

REGION V				
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Regional Office <i>Regional Center Site, Rawis, Legazpi City</i>	Jocelyn V. Reñeво	Chief Administrative Officer	jvrenevo@tesda.gov.ph	09988539531
Provincial Office - Albay <i>Regional Center Site, Rawis, Legazpi City</i>	Nanette B. Baranda	TESD Specialist II	nbbaranda@tesda.gov.ph	(052) 201-8531
Provincial Office- Camarines Norte <i>LGU-Daet Compound, Brgy. Pamorangon, Daet, Camarines Norte</i>	Ruth C. De Jesus	Administrative Officer V	rcdejesus@tesda.gov.ph	(054) 885-1087
Provincial Training Center- Camarines Sur <i>Bahay, Limbanan, Camarines Sur</i>	Malony M. Aguilar	TESD Specialist II	mmaguilar@tesda.gov.ph	(054) 511-9223

Provincial Office- Catanduanes <i>Moonwalk, Calatagan, Virac, Catanduanes</i>	Vanessa A. Tria	Administrative Officer V	vatria@tesda.gov.ph	(052) 740-6031
Provincial Office- Masbate <i>Capitol Road, Masbate City</i>	Ma. Aila G. Almoradie	Administrative Officer V	magalmoradie @tesda.gov.ph	(056) 333-5410
Provincial Office - Sorsogon <i>City Hall Compound, Cabidan, Sorsogon City</i>	Jason H. Olarte	Administrative Officer V	jfolarte@tesda.gov.ph	(056) 256-0961 (056) 256-1964
Regional Training Center - Pili <i>San Jose, Pili, Camarines Sur</i>	Herbert N. Burabod	Senior TESD Specialist	rtcpili@tesda.gov.ph	(054) 477- 7204
Provincial Training Center - Guinobatan <i>Purok 7 San Francisco, Guinobatan, Albay</i>	Salve B. Hernandez	TESD Specialist I	ptcguinobatan @tesda.gov.ph	09369389506
Provincial Training Center - Albay <i>Basud, Malilipot, Albay</i>	Allan Q. Venus	TESD Specialist II	ptcmalilipot@tesda.gov.ph	(052) 284-0297
Provincial Training Center- Camarines Norte <i>Iberica, Labo, Camarines Norte</i>	John Rey E. Tenorio	TESD Specialist II	ptclabo@yahoo.com	(054) 585-2606
Bulusan National Vocational Technical School <i>San Jose, Bulusan, Sorsogon</i>	Je-Ann G. Ojos	Administrative Officer IV	jeanngonzales8 @gmail.com / bnvts@tesda.gov.ph	(0910) 6708015
Cabugao School of Handicraft and Cottage Industries <i>San Ramon St. Cabugao, Bato, Catanduanes</i>	Elisa Z. Rodriguez	Administrative Officer V	ezr1957@yahoo.com	09461890168
Camarines Sur Institute of Fisheries and Marine Sciences <i>Sta. Rosa Del Norte Pasacao Camarines Sur</i>	Marilyn B. Curioso	Associate Professor III	casifmas@tesda.gov.ph	(054)-513-9148
Masbate Institute of Fisheries and Technology <i>Cabayon, Milagros, Masbate</i>	Ramon A. De Jesus, JR.	Administrative Officer IV	Mift5182016@gmail.com	0907-468-9519

Sorsogon National Agricultural School <i>Mayon, Castilla, Sorsogon</i>	Lorna Manacob	Assistant Professor III	ldmanacob@tesda.gov.ph	n/a
Ragay Polytechnic Skills Institute <i>Poblacion Ilaod, Ragay Camarines Sur</i>	Sheryll Lyn J. Camacho	Instructor III, HR Designate	slmcamacho@tesda.gov.ph or rpsi101818@gmail.com	09078468361/0 9176289450

REGION VI				
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Regional Office <i>Zamora Street, Iloilo City</i>	Ma. Theresa H. Prodigio	Chief Administrative Officer	region6.fasd@tesda.gov.ph	(033) 509-8355
Provincial Office - Aklan <i>Corner Veterans Avenue & Regalado Streets, Kalibo, Aklan</i>	Josefa L. Arañador	Administrative Officer V	joaranador60@yahoo.com.ph	(036) 2688516 (036) 5007608
Provincial Office - Antique <i>TESDA - Antique Provincial Office, 3rd floor St. Joseph Bldg., San Jose, Antique 5700</i>	Michelle N. Gayona	TESD Specialist II	mngayona@tesda.gov.ph	(036)-540-8121
Provincial Office - Capiz <i>Rooms 17 & 18, 3F, Capiz Government & Business Center, Provincial Park, Roxas City, Capiz</i>	Kenneth B. Lavezora	TESD Specialist II	kblavezora@tesda.gov.ph	(036) 620-0409
Provincial Office - Guimaras <i>San Miguel Jordan Guimaras</i>	Frennie D. Zarate	Administrative Officer V	region6.guimaras@tesda.gov.ph	(033) 581-2194
Provincial Office - Negros Occidental <i>Felipe Lacson St., Zone 12, Talisay City, Negros Occidental</i>	Liezl T. Echano	Administrative Officer V	ltechano@tesda.gov.ph	(034) 495-6621
Provincial Office - Iloilo <i>Bolong Este, Sta. Barbara, Iloilo</i>	Ella F. Zapanta	TESD Specialist II	region6.iloilo@tesda.gov.ph	(033) 337-9868 (033) 315-3096
Regional Training Center - Talisay <i>Felipe Lacson St., Talisay City, Negros Occidental</i>	Julie Ann T. Insular	Administrative Assistant III	rtctalisay@tesda.gov.ph	(033) 495-1033

Regional Training Center - Iloilo <i>Zamora Street Iloilo City</i>	Ma. Juna C. Sarroza	Senior TESD Specialist	jsarroza09@gmail.com	(033) 320-5077
Provincial Training Center - Cadiz <i>Brgy. Cabahug, Cadiz City, Negros Occidental</i>	Roem Gem E. Tubungan	TESD Specialist I	ptccadiz@tesda.gov.ph	(034) 476-6042
Provincial Training Center - Antique <i>Villavert- Jimenez, Hamtic, Antique</i>	Krizza Joy D. Tomugdan	Administrative Aide VI	ptchamtic@tesda.gov.ph	0917-305-1339
Provincial Training Center - Aklan <i>PEO Compound, Laguinbanua East, Numancia, Aklan</i>	Leopel C. Torrecampo	Administrative Aide VI	ptcaklan@tesda.gov.ph	(036) 268-1137
Dumalag Vocational Technical School (DVTS) <i>Poblacion, Dumalag, Capiz</i>	Margarita C. Fusingan	Administrative Officer IV	tesda_dvts@yahoo.com	(036) 658-0279
Leon Ganzon Polytechnic College <i>Maya Balasan, Iloilo</i>	May Grace F. Monserate	Instructor I	mgfmonserate@tesda.gov.ph	(033)397-0915
New Lucena Polytechnic College (NLPC) <i>Brgy. Maya, Balasan, Iloilo</i>	Riva S. Quilbet	Administrative Officer IV	nlpc@tesda.gov.ph	(033) 330-0001

REGION VII				
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Regional Office <i>Archbishop Reyes Avenue, Cebu City</i>	Cheyenne S. Soon	Administrative Officer V	region7.fasd@tesda.gov.ph	(032) 412-0306
Provincial Office - Bohol <i>B. Inting St., Cogon District, Tagbilaran City</i>	Joan O. Sayon	Administrative Officer V	josayon@tesda.gov.ph	(038) 501-7093
Provincial Office - Cebu <i>Salinas Drive, Lahug, Cebu City</i>	Annalie B. Agbay	Administrative Officer V	abagbay@tesda.gov.ph	(032) 4127157
Provincial Office - Siquijor <i>Catamboan, Lazi, Siquijor</i>	Lorna M. Capundag	Administrative Officer V	region7.siquijor@tesda.gov.ph	09173140185

Provincial Office - Negros Oriental <i>Old Engineering Building Capitol Area, Dumaguete, Negros Oriental</i>	Beth Aimee D. Tubog	Supervising TESD Specialist	region7.negrosoriental@tesda.gov.ph	(035) 422-9481
Regional Training Center - Cebu <i>Corner Archbishop Reyes Avenue, Cebu City</i>	Veramie P. Geonzon	Supervising TESD Specialist	rtccebu@tesda.gov.ph	(032) 416-8876
Provincial Training Center - Daan Bantayan, Cebu <i>Guimbawi-an, Daanbantayan, Cebu</i>	Wilkie E. Reroma	Supervising TESD Specialist	ptcdaanbantayan@tesda.gov.ph	(032) 437-3781
Provincial Training Center - Carmen <i>Poblacion, Carmen, Cebu</i>	March En B. Villarin	TESD Specialist I	meabucan@tesda.gov.ph	(032) 429-9305
Provincial Training Center - Minglanilla <i>Lower Calajoan, Minglanilla, Cebu</i>	Jannine D. Quevedo	TESD Specialist I	jdquevedo@tesda.gov.ph	(0942) 4935647
Provincial Training Center - Samboan <i>Poblacion, Samboan, Cebu</i>	Abigail Faye L. Briones	TESD Specialist I	afbriones@tesda.gov.ph	(032) 479-0069
Provincial Training Center - Toledo <i>Ilihan, Toledo City, Cebu</i>	Ruel C. Ortila	TESD Specialist I	ptctoledo@tesda.gov.ph	(032) 467-9123
Provincial Training Center - Inabanga, Bohol <i>Brgy. Cagayan, Inabanga, Bohol</i>	Leah G. Alacida	TESD Specialist I	ptcinabanga@tesda.gov.ph	(038) 519-9012
Provincial Training Center - Tubigon, Bohol <i>Brgy. Potohan, Tubigon, Bohol</i>	Concepcion A. Vallecer	TESD Specialist II	ptctubigon@tesda.gov.ph	(038) 508-8216
Provincial Training Center- Jagna, Bohol <i>Poblacion, Jagna, Bohol</i>	Maria Leilani O. Caido	TESD Specialist II	ptcjagna@tesda.gov.ph	(038) 531-8409
Provincial Training Center - Pilar, Bohol <i>Brgy. Poblacion, Pilar, Bohol</i>	Jessa V. Albero	TESD Specialist I	ptcpilar@tesda.gov.ph	(038) 510-8237

Provincial Training Center - Bilar, Bohol <i>Poblacion, Bilar, Bohol</i>	Alfie D. Mahumot	TESD Specialist II	alfiedmahumot@gmail.com	(038) 535-9080
Lazi Technical Institute (LTI) <i>Tigbawan, Lazi, Siquijor</i>	Lydon M. Duhaylungsod	Associate Professor I	tesda7lnas@tesda.gov.ph	(035) 482-0286

REGION VIII				
Name of Office and Address	Full Name	Position	Email Address	Contact Number
Regional Office <i>TESDA RO VIII, Brgy. Abucay, Tacloban City</i>	Rhuchie Rosanna A. Yanson	Administrative Officer V	rrayanson@tesda.gov.ph	(053) 832-4472
Provincial Office - Biliran <i>2ND Floor Ricardo R. Kho Bldg., Bernades Village II, Brgy. Antipolo, Naval, Biliran</i>	Elvira B. Calves	Administrative Officer V	region8.biliran@tesda.gov.ph	(053) 507-9137
Provincial Office - Eastern Samar <i>Borongon, Eastern Samar</i>	Arnuldo G. Evardone	Administrative Officer V	region8.easternsamar@tesda.gov.ph	0917-824-1917
Provincial Office - Leyte <i>Alcantara St., Brgy. Mantahan, Maasin City, So. Leyte</i>	Jocelyn G. Gabion	Administrative Officer V	region8.southernleyte@tesda.gov.ph	(053) 570-8816
Provincial Office - Northern Samar <i>UEP Compound, Catarman Northern Samar</i>	Maria Asuncion P. Somaray	Supervising TESD Specialist	region8.northernsamar@tesda.gov.ph	(0921) 539-5373
Provincial Office - Samar <i>Government Offices Bldg., Capitol Compound, Catbalogan, Samar</i>	Maricel P. Carbaja	Administrative Officer V	region8.samar@tesda.gov.ph	(055) 543-8976
Provincial Office – Southern Leyte <i>Alcantara St., Brgy. Mantahan, Maasin City, Southern Leyte</i>	Jocelyn G. Gabion	Administrative Officer V	region8.southernleyte@tesda.gov.ph	(053) 570-8816

Regional Training Center - Tacloban, Leyte <i>TESDA Complex, Brgy. Abucay, Tacloban City</i>	Paul Elmer L. Soria	Administrative Assistant III	rtctacloban@tesda.gov.ph	(053) 321-8249
Provincial Training Center- Catarman, Northern Samar <i>UEP Compound, Catarman, Northern Samar</i>	Ma. Cresilda D. Esquillo	TESD Specialist II	tesda8ptc@yahoo.com	(055) 251-7143
Arteche National Agricultural School (ANAS) <i>Brgy. Garden, Arteche, Eastern Samar</i>	Ma. Estela L. Baladad	Administrative Officer IV	melbaladad@tesda.gov.ph	N/A
Balicutro College of Arts & Trades (BCAT) <i>Balicutro, Northern Samar</i>	Florefe M. Agus	Instructor I	tesdabcat@yahoo.com	0917-590-0467
Balangiga National Agricultural School (BNAS) <i>Balangiga, Eastern Samar</i>	Dolores G. Sabellano	Assistant Professor III	tesda_bnas@yahoo.com	0917-521-8325
Cabucgayan National School of Arts and Trades <i>Libertad, Cabucgayan, Biliran</i>	Darlene L. Nallares	Administrative Officer I	germoinee@gmail.com	09171785929
Calubian National Vocational School <i>Brgy. Cabalquinto Calubian, Leyte</i>	Gellian Eve Z. Ong	Administrative Officer IV	gzong@tesda.gov.ph	N/A
Las Navas Agro-Industrial School (LNAIS) <i>Las Navas, Northern Samar</i>	Carlota O. Tafalla	Administrative Officer IV	lnaistesda@tesda.gov.ph	0906-617-9817
Samar National School of Arts & Trades (SNSAT) <i>Taft, Eastern Samar</i>	Gemma A. Taniñas	Vocational Instruction Supervisor II	tesdasnsat@yahoo.com	0917-324-8130

REGION IX				
Name of Office and Address	Full Name	Position	Email Address	Contact Number
Regional Office <i>TESDA DAO Pagadian City</i>	Jocelyn C. Wee	Chief Administrative Officer	jvcwee@tesda.gov.ph	(062) 955-2517
Provincial Office - Zamboanga Del Norte <i>DFS Compound Olingan, Dipolog City</i>	Nanith L. Carbon	Administrative Officer V	nlcarbon@tesda.gov.ph	(065) 212-5628
Provincial Office - Zamboanga Del Sur <i>Zone 4, Airport Road, Tiguma, Pagadian City</i>	Nurmina A. Gaité	Administrative Officer V	nagaite@tesda.gov.ph	(062) 925-3046
Provincial Office - Zamboanga Sibugay <i>Sanito, Ipil, Zamboanga Sibugay</i>	Gina A. Babaran	Administrative Officer V	gababaran@tesda.gov.ph	(062) 957-4988
Regional Training Center - Zamboanga <i>San Roque, Zamboanga City</i>	Paul C. Saavedra	TESD Specialist II	rtczampen@tesda.gov.ph	(062) 955-2597
Provincial Training Center - Pagadian, Zamboanga del Sur <i>DAO, Pagadian City, Zamboanga Del Sur</i>	Grace D. Bahinting	TESD Specialist II	gdbahinting@tesda.gov.ph	(062)-214-4709
Provincial Training Center- Sindangan, Zamboanga Del Sur <i>Goleo, Sindangan, Zamboanga Del Norte</i>	Novemer T. Tabasa	Senior TESD Specialist	nttabasa@tesda.gov.ph	(065) 224-2227
Dipolog School of Fisheries (DSF) <i>Olingan, Dipolog City, Zamboanga Del Norte</i>	Dante F. Aliman	Administrative Officer IV	aliman_dante@yahoo.com	(065) 212-7248
Zamboanga Sibugay Polytechnic Institute (formerly Kabasalan Institute of Technology) <i>Poblacion, Kabasalan</i>	Elmer Y. Abulon	Administrative Officer IV	elmerabulon10@gmail.com	(062) 955-0238

REGION X				
Name of Office and Address	Full Name	Position	Email Address	Contact Number
Regonal Office <i>Jupiter-Chavez Streets, Macasandig, Cagayan de Oro City</i>	Susan H. Maghanoy	Administrative Officer V	shmaghanoy@tesda.gov.ph	(08822)725519
Provincial Office - Bukidnon <i>Kapitan Juan Melendez St. Macasandig Cagayan De Oro City</i>	Daniel A. Cañete	Administrative Officer V	region10.bukidnon @tesda.gov.ph	(088) 813-3977
Provincial Office - Camiguin <i>P. Reyes Street, Poblacion, Mambajao, Camiguin</i>	Erna S. Amores	Administrative Officer V	region10.camiguin @tesda.gov.ph	(088) 387-0266
Provincial Office - Lanao Del Norte <i>RTC Compound, TESDA PO Bldg., Maria Cristina, Lanao del Norte</i>	Faisalia M. Bato	Administrative Officer V	fmbato@tesda.gov.ph	(063) 221-5777
Provincial Office - Misamis Occidental <i>CENTEX Building, OAIS Compound, Pk 3, Villaflor, Oroquieta City</i>	Mary Ann M. Pit	Administrative Officer V	mampit@tesda.gov.ph	(088) 531-0628
Provincial Office - Misamis Oriental <i>Trinidad Bldg., Yacapin - Corrales Sts., Cagayan de Oro City</i>	Miraluna T. Calibo	TESD Specialist II	mtcalibo@tesda.gov.ph	(088) 881-2031
Regional Training Center - Tagoloan <i>Sta. Cruz, Tagoloan, Misamis Oriental</i>	Romuel M. Cabahug	Senior TESD Specialist	rncabahug@tesda.gov.ph	(088) 5670337
Regional Training Center - Iligan <i>Maria Cristina, Iligan City</i>	Victoria E. Mirador	Senior TESD Specialist	vemirador@tesda.gov.ph	(063) 223-6541
Provincial Training Center - Bukidnon <i>Hagkol, Valencia City, Bukidnon</i>	Jovel C. Petalcorin	TESD Specialist II	ptcvalencia@tesda.gov.ph	(088) 828-0172
Provincial Training Center - Plaridel <i>Panalsalan, Plaridel Misamis Occidental</i>	Aglu T. Galindo	TESD Specialist II	ptcplaridel@tesda.gov.ph	(088) 344-8505

Lanao Norte National Agro Industrial School <i>Baybay Tubod, Lanao del Norte</i>	Janice C. Vaflor	Instructor I	jcvafloor@tesda.gov.ph	(063) 227-6057
Oroquieta Agro-Industrial School <i>Purok 2, Villaflor Oroquieta City</i>	Juliet E. Tumale	Registrar III	oais@tesda.gov.ph	(088) 531-0801 (088) 531-2111
Cagayan de Oro (Bugo) School of Arts and Trades <i>Reyes Village, Bugo, Cagayan de Oro City</i>	Jovy May G. Mabao	Assistant Professor I	jmgmabao@tesda.gov.ph	(088) 855-8720
Camiguin School of Arts & Trades <i>Lumad, Mambaja, Camiguin</i>	Tiffany O. Magada	Instructor II	csat@tesda.gov.ph	(088) 387-0303
Kinoguitan National Agricultural School <i>Buko, Kinoguitan, Misamis Oriental</i>	Cathy Mae L. Macababayao	Nurse II	catcatlumbay@gmail.com	(08) 8881-2031
Lanao Del Norte National Agro-Industrial School <i>Bulalan, Tubod, Lanao Del Norte</i>	Cherry Marie C. Paclipan	Assistant Professor II	cmcpaclipan@tesda.gov.ph	(063) 227-5067
Oroquieta Agro-Industrial School <i>Purok 2, Villaflor, Oroquieta City</i>	Juliet E. Tumale	Registrar III	oais@tesda.gov.ph	(088) 531-2111
Salvador Trade School <i>Purok 1, Poblacion, Salvador, Lanao del Norte</i>	Mary Vic J. Sabalo	Administrative Officer I	mvjsabalo@tesda.gov.ph	(063) 227-3017

REGION XI				
Name of Office and Address	Full Name	Position	Email Address	Contact Number
Regional Office- Finance and Administrative Services Division <i>616 Interior 2, Rimas Street, Aquino Subdivision, JP Laurel Avenue, Bajada, Davao City</i>	Kristi Donna Paredes	Administrative Officer V	kdnparedes@tesda.gov.ph	(082) 287 6032 (082) 287 6019
Provincial Office - Compostela Valley <i>Pr. 1-A Barangay Cabidanan, Nabunturan, Compostela Valley Province</i>	Lorelee A. Mahipus	Administrative Officer V	darlpus@yahoo.com	(0998) 567-4855
Provincial Office- Davao Oriental <i>Government Center, Dahican Mati City, Davao Oriental</i>	Momy A. Repe	Administrative Assistant III	region11.davaooriental@tesda.gov.ph	(087) 388-3817
Provincial Office- Davao Del Norte <i>Energy Park, Apokon, Tagum City</i>	Charissa Ann B. Atencio	Administrative Officer V	cabatencio@tesda.gov.ph	(084) 216-3930
Provincial Office- Davao Del Sur <i>616 Rimas St., Aquino Subdivision, J.P. Laurel Ave., Davao City</i>	Liza P. Panuela	Administrative Officer V	region11.davaodelsur@tesda.gov.ph	(082) 299-4147
Regional Training Center - Korea Philippines Vocational Training Center <i>Buhisan Tibungco, Davao City</i>	Ruth R. De Castro	Senior TESD Specialist	rrdecastro@tesda.gov.ph	(082) 287-3702
Provincial Training Center - Mintal <i>Poinsettia St., Mintal, Tugbok District, Davao City</i>	Catheryn S. Perez	TESD Specialist II	csperez@tesda.gov.ph	(082) 293-0285
Carmelo C. Delos Cientos Sr. National Technical School <i>Southern Paligue, Padada, Davao Del Sur</i>	Annabel L. Libradores	Administrative Officer IV	ccnts@tesda.gov.ph	(082) 272-0295

Davao National Agricultural School <i>Purok 8 Poblacion, Montevista, Davao De Oro</i>	Febie L. Barba-Wan	Administrative Officer IV	fbwan@tesda.gov.ph	None
Wangan National Agricultural School Wangan, Calinan, Davao City	Alben R. Aguió	Administrative Officer IV	aguioalben@gmail.com	(082) 271-8294
Davao Oriental Polytechnic Institute <i>Rozas - Panuncialman, Sts., Brgy. Poblacion, Lupon, Davao Oriental</i>	Netherloo B. Pantoja	Administrative Aide III	npantoja@tesda.gov.ph	(087) 808-5387

REGION XII				
Name of Office and Address	Full Name	Position	Email Address	Contact Number
Regional Office <i>Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City</i>	Mary Flor S. Kinazo	Chief Administrative Officer	mfskinazo@tesda.gov.ph	(083) 228-9723
Provincial Office - Cotabato <i>National Highway Amas, Kidapawan City</i>	Jocelyn A. Tuno	Administrative Officer V	jatuno@tesda.gov.ph	(0910) 0014807
Provincial Office - Sultan Kudarat <i>CYC Building National Highway, Tacurong City, Sultan Kudarat</i>	Jaelica E. Tocaó	Administrative Officer V	jetocao@tesda.gov.ph	(064) 477-1057
Provincial Office-Sarangani Salinda Street, Lagao, General Santos City	Alikhan A. Rasuman	Administrative Officer V	aarasuman@tesda.gov.ph	(083) 552-9181
Provincial Training Center - Cotabato <i>ORG Compound, Cotabao City</i>	Ruwaida M. Ampatua	Administrative Aide VI	ptccotabato@tesda.gov.ph	(064) 552-2508
General Santos National School of Arts and Sciences <i>Lagao, General Santos City</i>	Lerian Ethyl G. Maulas	Administrative Officer IV	legmaulas@tesda.gov.ph	(083) 887-4973

Surallah National Agricultural School <i>Brgy. Dajay, Surallah, South Cotabato</i>	Edward Lovell B. Brillantes	Associate Professor V	sunas@tesda.gov.ph	(083) 238-5143
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CARAGA				
Name of Office and Address	Full Name	Position	Email Address	Contact Number
Regional Office <i>G/F Balibrea Bldg., Pili Drive, Butuan City</i>	Juvi P. Reños	Chief Administrative Officer	jprenos@tesda.gov.ph	(085) 815-7324
Provincial Office- Agusan Del Norte <i>Capitol Compound, Capitol Road, Butuan City</i>	Robert E. Roperos	Administrative Officer V	reroperos@tesda.gov.ph	(085) 300-3245
Provincial Office - Agusan Del Sur <i>GDOP Government Center, Prosperidad, Agusal Del Sur</i>	Reino C. Gaballo	Administrative Officer V	rcgaballo@tesda.gov.ph	(085) 343-7278
Provincial Office - Surigao Del Norte <i>2/F LML Building, Gov. Jose C. Sering Road, Brgy. Washington, Surigao City</i>	Judith C. Asegurado	Administrative Officer V	jcasegurado@tesda.gov.ph	(086) 826-0751
Provincial Office- Surigao Del Sur <i>Legislative Bldg., Capitol Hills, Telaje, Tandag City, Surigao Del Sur</i>	Maria Elena L. Toyco	Administrative Officer V	meltoyco@tesda.gov.ph	(086) 214-3957
Provincial Office- Dinagat Islands <i>Purok 2, Mahayahay, San Jose, Dinagat Islands</i>	Arnaldo S. Cabañas	Administrative Officer V	ascabanas@tesda.gov.ph	(0929) 245-5621
Provincial Training Center - Agusan del Norte <i>Brgy. 9, Government Center, Cabadbaran City Agusan Del Norte</i>	Jessamae C. Respecia	Administrative Aide VI	jcrespecia@tesda.gov.ph	(085) 818-5239
Provincial Training Center - Surigao Del Norte <i>Gov. Jose C. Sering Road, Surigao City</i>	Reymart Balaga	TESD Specialist II	ptc_sdn@tesda.gov.ph	(086) 826-4002

Agusan del Sur School of Arts & Trades (ASSAT) <i>GDOP Government Center, Prosperidad, Agusan Del Sur</i>	Tessie C. Aton	Administrative Officer IV	tcaton@tesda.gov.ph	(085) 343-7132
Northern Mindanao School of Fisheries <i>Matabao Buenavista, Agusan Del Norte</i>	Antonietta C. Salao	Assistant Professor I	acsalao@tesda.gov.ph	(085) 343-4201
Surigao del Norte College of Agriculture and Technology (SNCAT) <i>Magpayang, Mainit, Surigao Del Norte</i>	Jennifer A. Divinagracia	Administrative Assistant IV	jadivinagracia@tesda.gov.ph	(086) 826-3765