

TESDA CIRCULAR

Subject: Amendments to the Administrative and Financial Procedures of TESDA Circular No. 55, s. of 2016 and TESDA Circular No. 10, s. of 2017

Page 1 of 1
Number 56, series of 2017

Date Issued:
November 9, 2017

Effectivity:
Immediately

Supersedes:

In the interest of service, the Administrative and Financial Procedures of TESDA Circular No. 55, s. of 2016 and TESDA Circular No. 10, s. of 2017 are hereby amended:

I. Administrative and Financial Procedures

There shall be separate payment of the training cost and assessment fee. Hence, the TVIs shall be paid in two (2) tranches:

- a. **1st Tranche**—100% payment of the training cost after graduation of the trainees and upon submission of the following required documents:
 - i. Billing statement;
 - ii. MIS 03-02 report duly signed by the TVIs authorized signatories;
 - iii. Daily Attendance Sheet (for the duration of the training);
 - iv. TESDA copy of the Scholarship Grant duly signed by the concerned official; and
 - v. Affidavit executed by the Presidents/School Administrators attesting to the completion of the training programs.

- b. **2nd Tranche**—payment of actual assessment (if applicable) upon submission of the following:
 - i. Billing statement; and
 - ii. Certified true copy of RWAC from POs for payment of Assessment Fee.

This Circular takes effect as indicated and supersedes previous issuances inconsistent herewith.


GULING "GENE" A. MAMONDIONG
Director General/Secretary