



**TECHNICAL EDUCATION AND SKILLS
DEVELOPMENT AUTHORITY**

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

**Administrative Services
November 2016**

***Hotline: 887-7777
Website: www.tesda.gov.ph***

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.

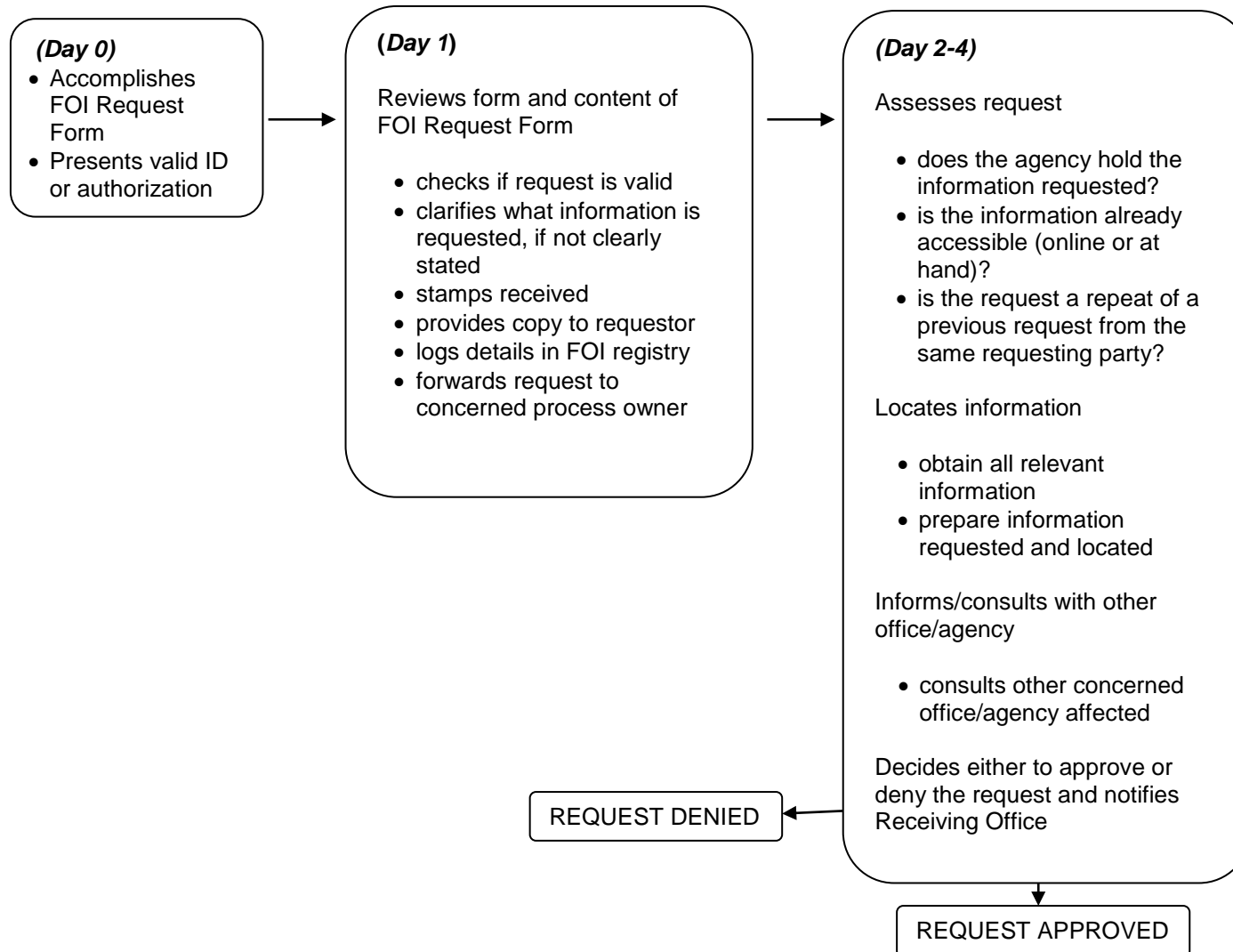
FOI Receiving Office (FRO)	Refers to the primary contact at each agency operating unit where the requesting party can submit its FOI request or call and ask questions about the FOI process or the pending FOI request.
FOI Request	Refers to a written request submitted to a government office personally 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

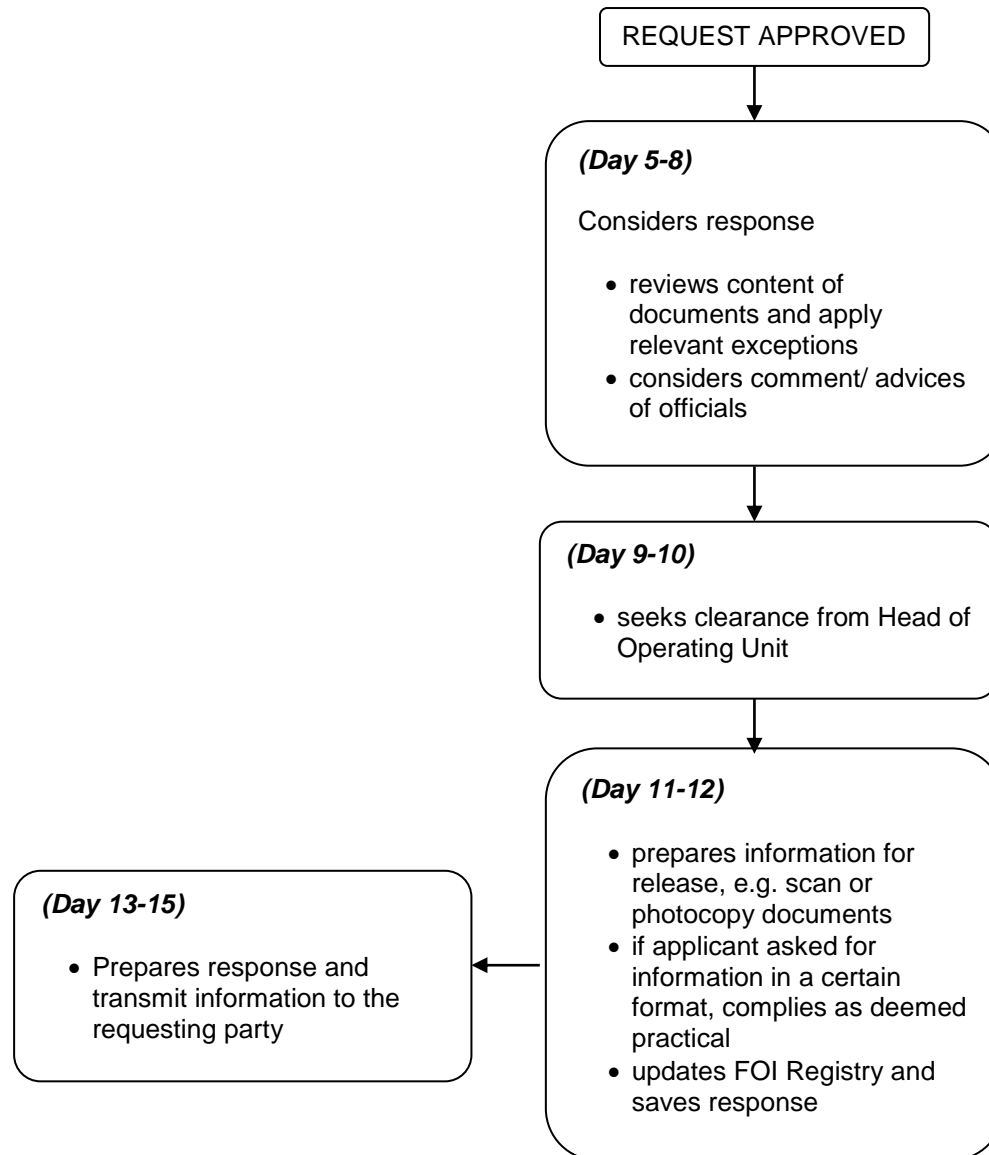
Director General	Decides on the FOI Appeal raised by requesting party regarding the denial of FOI Request.
Executive Director(CO)/ Regional Director (RO)/ Provincial/District Director (PO/DO) Center Chief or School Administrator (TTI)	Provides final approval, denial or extension of response to FOI Request.
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

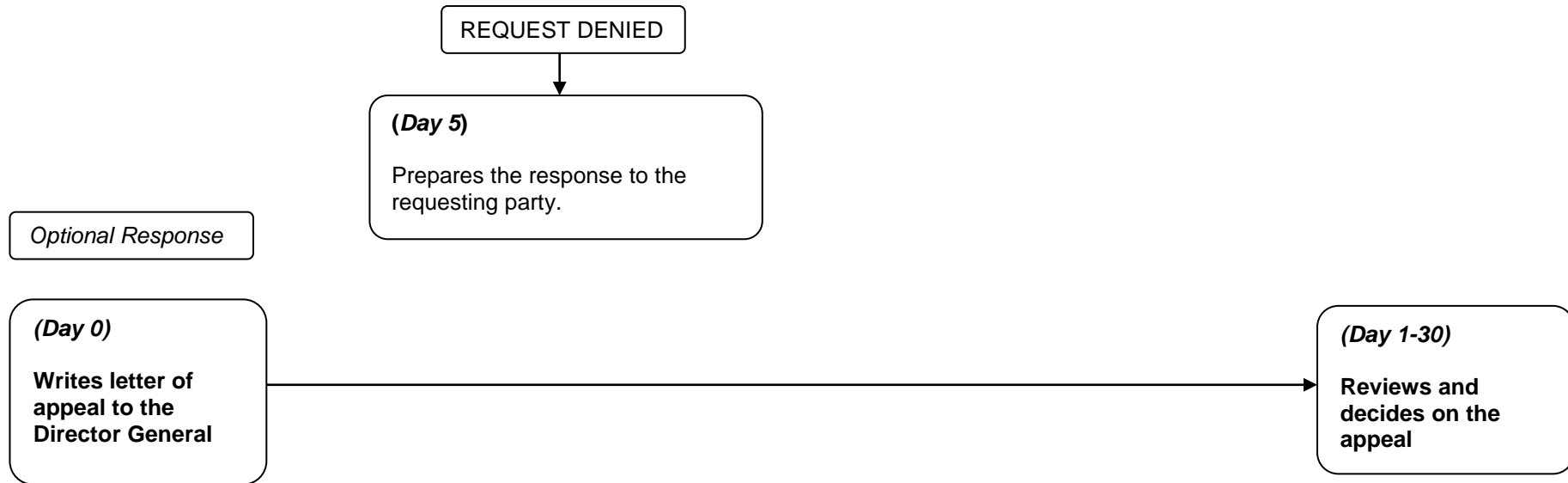
Requesting Party	Receiving Office (HRMD Chief/FASD Chief/ HR Designate)	Decision Maker (Process Owner) (ED/RD/PD/TTI Chief/Adm)	Appeal Body (Director General)
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Requesting Party	Receiving Office <i>(HRMD Chief/ FASD Chief/ HR Designate)</i>	Decision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

- Matters pertaining to the personal bank account of any individual in due deference to the provisions of the Bank Secrecy Law;
- 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;
- Subpoenas and processes from the Office of the Ombudsman and other tribunals which are expressly ordered to be treated with utmost confidentiality;
- Matters pertaining to the privileged communication between a professional and client pursuant to the rules on professional ethics and standards including but not limited to health and medical records, court-related evidences on an ongoing proceeding as well as judicial and extra-judicial confessions; and
- Those that may "put our government in danger in terms of national security as determined by the Department of Justice (DOJ) and the Office of the Solicitor General (OSG).
- Other exceptions as outlined by the Office of the Executive Secretary

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) WD period will be viewed as a denial of the request and if unjustified, the same shall subject the responsible officer to disciplinary action.

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
_____	◄ _____	◄ _____
4. Complete Address (Apt/House Number, Street, City/Municipality, Province)		
◄ _____		
5. Landline/Fax	6. Mobile	7. Email
_____	◄ _____	_____
8. Preferred Mode of Communication	<input type="checkbox"/> Landline <input type="checkbox"/> Mobile Number <input type="checkbox"/> Email <input type="checkbox"/> Postal Address (If your request is successful, we will be sending the documents to you in this manner.)	
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 _____	

B. Requested Information

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

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) ◀ _____

Annex B

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

CENTRAL OFFICE

Name of Office	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
Planning Office (PO)	TESDA Complex East Service Rd. South Superhighway, Taguig, Metro-Manila.	T 893-1966 F 893-1966	HRMD Chief
Partnership and Linkages Office (PLO)	TESDA Complex East Service Rd. South Superhighway, Taguig, Metro-Manila.	T 888-5744 F 888-5744	HRMD Chief
National Institute for Technical Education and Skills Development (NITESD)	TESDA Complex East Service Rd. South Superhighway, Taguig, Metro-Manila.	T 836-8382 F 836-8382	HRMD Chief
Qualifications and Standards Office (QSO)	TESDA Complex East Service Rd. South Superhighway, Taguig, Metro-Manila.	T 818-7728	HRMD Chief
Certification Office (CO)	TESDA Complex East Service Rd. South Superhighway, Taguig, Metro-Manila.	T 893-8297	HRMD Chief
Administrative Service (AS)	TESDA Complex East Service Rd. South Superhighway, Taguig, Metro-Manila.	T 818-7729	HRMD Chief
Financial and Management Service (FMS)	TESDA Complex East Service Rd. South Superhighway, Taguig, Metro-Manila.	TF 893-8301	HRMD Chief
TESDA Women Center (TWC)/ Language Skills Institute (LSI)	TESDA Complex East Service Rd. South Superhighway, Taguig, Metro-Manila.	T 815-3622 T 818-8829 F 816-2480 TF 818-8062	HR Designate

REGIONAL OFFICES

NCR			
TESDA - National Capital Region (NCR)	Bldg 15. TESDA Gate 2 TESDA Complex East Service Rd. South Superhighway, Taguig, Metro Manila.	TF 811-3499 TF 817-2781 TF 810-2540 TF 893-6184	FASD Chief
TESDA District Office (CAMANAVA) CALOOCAN, MALABON, NAVOTAS, VALENZUELA	5 Flr. Victory Mall, Bonifacio Monument Caloocan City	TF 217-6132 TF 921-4250	DO Designate
TESDA District Office (PASMAK) PASAY/MAKATI	Bldg 14, TESDA Gate 2 TESDA Complex East Service Rd. South Superhighway, Taguig, Metro Manila.	TF 810-5814 TF 577-4378	DO Designate
TESDA District Office MANILA	Honorio M.C. Lopez Technical Institute Tayuman St., Tondo, Manila	TF 708-0077 TF 516-8347	DO Designate
TESDA District Office (MUNTIPARLASTAPAT) MUNTINLUPA, PARANAQUE, LAS PIÑAS, TAGUIG, PATEROS	Bldg 8, TESDA Gate 2 TESDA Complex East Service Rd. South Superhighway, Taguig, Metro Manila.	(0917) 562-7442	DO Designate
TESDA District Office (PAMAMARISAN) PASIG, MANDALUYONG, MARIKINA, SAN JUAN)	2nd Flr. NTTA Bldg. MPC Compound, Meyer Chanyungco St. Sta. Elena, Marikina City	TF 570-1315 TF 570-9893	DO Designate
TESDA District Office QUEZON CITY	Bituan St., Cor. Bayani Rd Brgy. Doña Imelda G. Araneta Ave., Quezon City	TF 711-0320 TF 711-0244	DO Designate

CAR			
TESDA - Cordillera Administrative Region (CAR)	# 32 Magsaysay Drive, Loakan Proper, Baguio City	TF (074) 447-3487 F (074) 442-0867	FASD Chief
Provincial Office - ABRA	Pidigan, Abra	TF (074)447-3487	HR Designate
Provincial Office - APAYAO	Pudtol, Apayao		HR Designate
Provincial Office - BENGUET	Provincial Capitol La Trinidad, Benguet	T (074) 309-1142 T (074) 423-1263 F (074) 309-1142	HR Designate
Provincial Office - IFUGAO	Rock Quarry St., Poblacion North, Lagawe, Ifugao		HR Designate
Provincial Office - KALINGA	Bulanao, Tabuk, Kalinga	T (074) 423-0668	HR Designate
Provincial Office - MT. PROVINCE	2nd floor Multi-Purpose Building, Bontoc, Mountain Province	T (074) 663-1095	HR Designate
Regional Training Center - Baguio	Magsaysay Drive. Loakan Proper, Baguio City	424-8723 424-8724	HR Designate
Provincial Training Center-Pidigan, Abra	Poblacion, Pidigan, Abra	F (074) 752-5616	HR Designate
Provincial Training Center - Sabangan, Mountain Province	Palatong, Sabangan, Mountain, Province		HR Designate
Provincial Training Center- Tabuk, Kalinga	Bulanao, Tabuk, Kalinga	T (074) 423-0668 T (074) 423-2126	HR Designate
Provincial Training Center - Lagawe, Ifugao	Rock Quarry, Poblacion North, Lagawe, Ifugao	(074) 423-0052	HR Designate
Baguio City School of Arts & Trades (BCSAT)	#80 Military Cut Off, 2600 Baguio City	T (074) 444-8459 T (074) 304-3991 F (074) 444-9161 F (074) 304-3976	HR Designate

REGION 1			
TESDA Regional Office No. 1	Quezon Ave., Catbangan, City of San Fernando, La Union	T (072) 700-1136 T (072) 242-7584 T (072) 719-1700 F (072) 700-0613	FASD Chief
Provincial Office - ILOCOS NORTE	Brgy.2, P.Gomez St., Laoag City	TF (077) 670-6901 T (077) 600-0209	HR Designate
Provincial Office - ILOCOS SUR	Gov. A. Reyes St., Brgy. 8, Vigan City, Ilocos Sur	TF (077) 722-6753 T (077) 722-0030	HR Designate
Provincial Office - LA UNION	Brgy. Catbangan San Fernando City, La Union	TF (072) 700-0983	HR Designate
Provincial Office - PANGASINAN	Capitol Compound Lingayen, Pangasinan	TF (075) 542-6577 T (075) 542-4702 T (075) 632-2431 T (075) 632-2417	HR Designate
Regional Training Center- San Fernando	TESDA Compound, Catbangan, San Fernando City La Union	(072) 242-5584	HR Designate
Provincial Training Center- Pangasinan	Provincial Capitol Compound, Lingayen	(075) 542-4989	HR Designate
Bangui School of Fisheries (BSF)	Manayon, Bangui, Ilocos Norte	no landline	HR Designate
Luciano Milan Memorial School of Arts and Trades (LMMSAT)	Poblacion West, Asingan, Pangasinan	(075) 563-2101 (075) 563-2840	HR Designate
Marcos Agro-Industrial School (MAIS)	Brgy. Lydia, Marcos, Ilocos Norte	no landline	HR Designate
Pangasinan Technological Institute (PTI)	San Isidro Norte, Binmaley, Pangasinan	(075) 529-0477	HR Designate
Pangasinan School of Arts and Trades (PSAT)	Alvear St., West Pop., Lingayen, Pangasinan	(075) 662-2077	HR Designate

REGION 2			
TESDA Regional Office No. 2	Carig, Tuguegarao City Cagayan	TF (078) 396-1088	FASD Chief
Provincial Office - BATANES	Basco, Batanes	TF (078) 362-0030	HR Designate
Provincial Office - CAGAYAN	Carig, Norte, Tuguegarao City, Cagayan	TF (078) 377-0004	HR Designate
Provincial Office - ISABELA	2nd Flr Abarca Bldg., Calamagui Ilagan City, Isabela	TF (078) 323-1766	HR Designate
Provincial Office - NUEVA VIZCAYA	Capitol Compound, Bayumbong, Nueva Vizcaya	TF (078) 362-0030	HR Designate
Provincial Office - QUIRINO	Senior Citizen Building, San Marcos, Cabarroguis, Quirino	CP (0928) 970-3235 CP (0977)806-4278	HR Designate
Regional Training Center- Tuguegarao	Tuguegarao City, Cagayan	T (078) 396-1631	HR Designate
Aparri Polytechnic Institute (API)	Maura, Aparri, Cagayan	T (078) 888-2015	HR Designate
Isabela School of Arts and Trades (ISAT)	Calamagui 2nd, Ilagan, Isabela	TF (078) 624-0933 TF (078) 624-2470	HR Designate
Kasibu National Agricultural School (KNAS)	Pudi, Kasibu, Nueva Vizcaya	CP (0917) 582-0258	HR Designate
Lasam Institute of Technology (LIT)	Nabannagan, Lasam, Cagayan		HR Designate
Southern Isabela College of Arts and Trades (SICAT)	Calaoacan, Santiago City	(078) 305-2577	HR Designate

REGION 3			
TESDA Regional Office No. 3	Gov't Center Bo., Maimpis, San Fernando City	TF (045) 455-3498 TF (045) 455-3630 T (045) 455-0849	FASD Chief
Provincial Office - AURORA	Burgos Ext., Brgy. 5, Baler Aurora	TF (042) 209-4225	HR Designate
Provincial Office - BATAAN	Kinatawan Bldg. Capitol Drive, Balanga City Bataan	T (047) 237-9290 TF (047) 237-5952 TF (047) 791-5655 TF (047) 451-5138	HR Designate
Provincial Office - BULACAN	RSDC Compound Tabang, Guguinto Bulacan	TF (044) 794-4305	HR Designate
Provincial Office - NUEVA ECIJA	Old Capitol Drive, Cabanatuan City, Nueva Ecija	TF (044) 464-3525 TF (044) 463-8474 TF (044) 500-5057	HR Designate
Provincial Office - PAMPANGA	PEO Compound, Sindalan, San Fernando 2000 Pampanga	T (045) 455-0259 T (045) 463-3571 TF (045) 860-5406 TF (045) 436-1473	HR Designate
Provincial Office - TARLAC	San Isidro Industrial Complex San Isidro Tarlac City	TF (045) 982-9103	HR Designate
Provincial Office - ZAMBALES	Bo. Palanginan, Iba, Zambales	T (047) 811-2635	HR Designate
Regional Training Center - Mariveles	Wiswis, Camaya, BEZ, Mariveles Bataan	TF (047) 935-4751	HR Designate
Regional Training Center - Guiguinto	RSDC Compound, Tabang, Guiguinto Bulacan	T (044) 690-2061 TF (044) 794-0024	HR Designate
Korea - Phil. Information Technology Training Center	RSDC Compound, Tabang, Guiguinto Bulacan	TF (042) 794-4767	HR Designate
Provincial Training Center- Baler	Burgos Street, Brgy 5 Baler, Aurora	(042) 209-4225	HR Designate
Provincial Training Center- Orion	Wawa, Pag-asa, Orion, Bataan	TF (047) 244-7197	HR Designate
Provincial Training Center- Calumpit	PMLPC-PTC, Poblacion, Calumpit, Bulacan	TF (044) 674-2278	HR Designate
Provincial Training Center- Palayan City	Atate, Singalat, Palayan City, Nueva Ecija	(044) 940-1808	HR Designate

Provincial Training Center-Tarlac	San Isidro Industrial Complex, San Isidro, Tarlac City , Tarlac	TF (045) 982-9103	HR Designate
Provincial Training Center-Iba	Balili, Palangian, Iba, Zambales	T (047) 811-1338 TF (047) 811-2635	HR Designate
Concepcion Vocational School (CVS)	Productivity Ctr., Alfonso, Concepcion, Tarlac	T (045) 923-0393 TF (045) 923-1081	HR Designate
Gonzalo Puyat School of Arts and Trades (GPSAT)	San Sebastian, San Luis, Pampanga	T (045) 436-1471	HR Designate

REGION 4-A			
TESDA Regional Office No. 4A	TESDA Complex East Service Rd. South Superhighway, Taguig Metro, Manila.	TF 697-2407 TF 697-2338 TF 697-4342 TF 815-3553	FASD Chief
Provincial Office - BATANGAS	Batangas TESD Prov. Office P. Herrera St. Batangas City	TF (043) 723-0574 (043) 300-0935	HR Designate
Provincial Office - CAVITE	Cavite TESD Prov. Office Capitol Cmpd. Trece Martirez	TF (046) 419-2421 TF (046) 419-0228 TF (046) 419-2646	HR Designate
Provincial Office - LAGUNA	PSR Convention, Gabaldon Bldg., Los Banos, Laguna	TF (049) 501-2160 TF (049) 530-9635	HR Designate
Provincial Office - QUEZON	3rd Flr., WEC Bldg., 77 Hermanas Fausta St., Lucena City	TF (042) 373-5297 TF (042) 373-7852	HR Designate
Provincial Office - RIZAL	Don Hilario Ave., Club Mla, East Compound San Juan, Taytay, Rizal	TF 286-6141 TF 286-6142	HR Designate
Regional Training Center- Batangas	P. Herrera Street, Batangas City	TF (043) 300-0388	HR Designate
Provincial Training Center- Cainta, Rizal	Cainta, Municipal Compound, Cainta Rizal	TF 656-9937	HR Designate
Provincial Training Center- Binangonan, Rizal	Government Center, Calumpang, Binangonan, Rizal	TF 652-3919	HR Designate
Provincial Training Center -Paliparan, Cavite	Paliparan 11, Dasmarineas, Cavite	TF (046) 686-0260	HR Designate
Provincial Training Center -Rosario, Cavite	Phase 1. CEPZ, Rosario, Cavite	TF (046) 437-2370	HR Designate
Bondoc Peninsula Technological Institute (BPTI)	National Road, Bayanihan, San Narciso, Quezon	TF (042) 716-0083	HR Designate
Jacobo Z. Gonzales Memorial School of Arts and Trades (JZGMSAT)	San Antonio, Biñan, Laguna	TF (049) 511-6133 TF (049) 411-0173 TF (049) 411-7127	HR Designate
Quezon National Agricultural School (QNAS)	Malicboy, Pagbilao, Quezon	TF (042) 716-0500	HR Designate

REGION 4-B			
TESDA Regional Office No. 4B	Luna Building III, Gov. Infantadao St., Calapan City, Oriental Mindoro	TF (043) 288-1717	FASD Chief
Provincial Office - MARINDUQUE	F. Pura Bldg., San Miguel, Boac, Marinduque	TF (042) 332-0231	HR Designate
Provincial Office - OCCIDENTAL MINDORO	Three Kids Building, San Jose, Occidental Mindoro	TF (043) 491-4255	HR Designate
Provincial Office - ORIENTAL MINDORO	Martinez Bldg., Lumangbayan, Calapan City, Oriental Mindoro	TF (043) 288-2352	HR Designate
Provincial Office - PALAWAN	PPSAT Compound, Sta. Monica, Puerto Princesa City, Palawan	TF (048) 434-5081 TF (048) 433-7146	HR Designate
Provincial Office - ROMBLON	Servañez Bldg., Gen. Luna St., Odiongan Romblon	TF (042) 567-5116	HR Designate
Alcantara National Trade School (ANTS)	Poblacion, Alcantara, Romblon	T (042) 567-5116	HR Designate
Buyabod School of Arts & Trades (BSAT)	Brgy. Buyabod, Sta. Cruz, Marinduque	T (042) 332-1540	HR Designate
Puerto Princesa School of Arts & Trades (PPSAT)	Felix Rafols Road, Sta. Monica, Puerto Princesa City, Palawan		HR Designate
Simeon Suan Vocational & Technical College (SSVTS)	Pag-asa, Bansud, Oriental Mindoro	(043) 298-7096 (043) 298-7097	HR Designate
Torrijos Poblacion School of Arts & Trades (TPSAT)	Brgy. Poctoy, Torrijos, Marinduque	(042) 332-1540	HR Designate

REGION 5			
TESDA Region Office No. 5	Regional Center Site, Rawis, Legaspi City	TF (052) 482-1250 TF (052) 482-2101	FASD Chief
Provincial Office - ALBAY	City Motorpool, Airport Road Crusada, Legapi City	TF (052) 480-3071 TF (052) 480-3087	HR Designate
Provincial Office - CAMARINES NORTE	SB Complex, Pamorangon, Daet, Camarines Norte		HR Designate
Provincial Office - CAMARINES SUR	2nd Floor DOLE Bldg., Naga City Hall, Naga City	TF (054) 473-1085	HR Designate
Provincial Office - CATANDUANES	Moonwalk, Calatagan Virac Catanduanes		HR Designate
Provincial Office - MASBATE	PEO Compound, Capitol Road, Masbate City	TF (056) 588-2423 (056) 333-5410	HR Designate
Provincial Office - SORSOGON	City Hall Compound, Cabin-an, Sorsogon City	TF (056) 256-0961 TF (056) 256-1964	HR Designate
Regional Training Center-Pili	San Jose, Pili, Camarines Sur	TF (054) 477-7204 TF (054) 478-4711	HR Designate
Provincial Training Center-Guinobatan, Albay	Rizal St. Poblacion Guinobatan, Albay	TF (052) 484-6027	HR Designate
Provincial Training Center- Malilipot, Albay	Basud, Malilipot, Albay	TF (052) 284-0297	HR Designate
Provincial Training Center- Camarines Norte, Labo, Camarines Norte	Iberica, Lano, Camarines Norte	TF (054) 585-2606	HR Designate
Provincial Training Center- Libmanan, Camarines Sur	Bahay, Libmanan, Camarines Sur	TF (054) 511-9223	HR Designate
Bulusan National Vocational Technical School (BNVTS)	Bamban, San Jose, Bulusan, Sorsogon		HR Designate
Cabugao School of Handicraft & Cottage Industries (CSHCI)	Cabugao, Bato, Catanduanes		HR Designate
Camarines Sur Institute of Fisheries and Marine Sciences (CASIFMAS)	Sta. Rosa del Norte, Pasacao, Camarines Sur	TF (054) 513-9148 TF (054) 513-9689	HR Designate
Masbate School of Fisheries (MSF)	Cayabon, Milagros, Masbate		HR Designate
San Francisco Institute of Science and Technology (SFIST)	San Francisco, Malilipot, Albay	TF (052) 824-4662	HR Designate
Sorsogon National Agricultural School (SNAS)	Mayon, Castilla, Sorsogon	(0949) 949-5569	HR Designate

REGION 6			
TESDA Regional Office No. 6	TESDA Regional Office Zamora St., Iloilo City	T (033) 509-7099 T (033) 335-0860 F (033) 336-2618 F (033) 336-9706 F (033) 509-8355	FASD Chief
Provincial Office - AKLAN	Cor. Burgos-Veterans St., Kalibo, Aklan	T (036) 268-8516 TF (036) 500-7608	HR Designate
Provincial Office - ANTIQUE	3rd Flr., St. Joseph Bldg., San Jose, Antique	TF (036) 540-7158	HR Designate
Provincial Office - CAPIZ	3rd Flr., Room 17 & 18, Capiz Government & Business Center Provincial Park, Roxas City	TF (036) 620-0409	HR Designate
Provincial Office - GUIMARAS	San Miguel Jordan Guimaras		HR Designate
Provincial Office - ILOILO	Zamora St. Iloilo City	T (033) 336-1279 TF (033) 337-9868 TF (033) 300-7617	HR Designate
Regional Training Center- Talisay, Negros Occidental	Talisay City, Nergos Occidental	(034) 495-1033	HR Designate
Regional Training Center- Iloilo, Iloilo City	Zamora St., Iloilo City	(033)337-0739	HR Designate
Provincial Training Center-Cadiz, Negros Occidental	Crossing F1 Cabahug, Cadiz City , Negros Occidental	(034) 495-4257	HR Designate
Provincial Training Center- Kabankalan, Negros Occidental	San Juan, Camugao, Kabankalan City, Nergos Occidental	(034) 495-1033	HR Designate
Provincial Training Center-Hamtic, Antique	Villavert- Jimenez, Hamtic, Antique	(036) 540-7158	HR Designate
Provincial Training Center- Kalibo, Aklan	PEO Compound Laguinbanua East Numancia, Aklan	(036)268-1137 (036)268-8516	HR Designate
Dumalag Vocational Technical School (DVTS)	Poblacion Dumalag, Capiz	(036) 658-0279	HR Designate
Leon Ganzon Polytechnic College (LGPC)	Brgy. Maya, Balasan, Iloilo	TF (033) 397-0915 TF (033) 397-1108	HR Designate
New Lucena Polytechnic College (NLPC)	Don Efipanio Sonza Ave., New Lucena, Iloilo	TF (033) 330-0001	HR Designate
Passi Trade School (PTS)	Bgy. Sablogon, Passi City, Iloilo	TF (033) 311-5451	HR Designate

REGION 7			
TESDA Region Office No. 7	Archbishop Reyes Ave., Cebu City	T (032) 412-0307 T (032) 412-0306 TF (032) 231-1596	FASD Chief
Provincial Office - BOHOL	B.Inting St., Cogon District, Tagbilaran City	T (038) 235-5576 F (038) 501-8761	HR Designate
Provincial Office - CEBU	Archbishop Reyes Ave., Cebu City	TF (032) 412-7157 T (032) 234-2903	HR Designate
Provincial Office - SQUIJOR	Caipilan, Siquijor, Siquijor	TF (035) 377-2304	HR Designate
Regional Training Center- Cebu	Archbishop Reyes Ave. Banilad, Cebu City	(032)416-8876 (032)412-7267	HR Designate
Provincial Training Center- Daan Bantayan, Cebu	Daan Bantayan, Cebu	(032) 437-8159	HR Designate
Provincial Training Center- Carmen, Cebu	Carmen , Cebu	(032)200-8127 (032)429-9305	HR Designate
Provincial Training Center- Minglanilla, Cebu	Minglanilla, Cebu	(032)490-8205 (032)412-7157	HR Designate
Provincial Training Center - Samboan, Cebu	Samboan, Cebu	(032) 479-4028	HR Designate
Provincial Training Center - Toledo, Cebu	Toledo City, Cebu	(032) 467-9123	HR Designate
Provincial Training Center- Inabanga, Bohol	Brgy. Cagayan, Inabanga, Bohol	(038) 512-9012	HR Designate
Provincial Training Center - Tubigon, Bohol	Brgy, Potohan, Tubigon, Bohol	(038) 508-8216	HR Designate
Provincial Training Center- Jagna, Bohol	Poblacion, Jagna, Bohol	(038) 238-2749 (038) 531-0018	HR Designate
Provincial Training Center- Pilar, Bohol	Brgy, Poblacion, Pilar, Bohol	(038) 523-2040	HR Designate
Provincial Training Center- Bilar, Bohol	Poblacion , Bilar, Bohol	(038) 535-9080	HR Designate
Lazi Technical Institute (LTI)	Tigbawan, Lazi, Siquijor	(035) 482-0286	HR Designate

NIR			
Negros Island Region	Old Engineering Bldg. Capitol Site Dumaguete City	T (035) 225-1578 T (035) 422-9481 F (035) 422-9481	FASD Chief
Provincial Office - NEGROS ORIENTAL	Old Engineering Bldg. Capitol Site Dumaguete City	T (035) 225-1578 T (035) 422-9481 F (035) 422-9481	HR Designate
Provincial Office - NEGROS OCCIDENTAL	Felipe Lacsan St., Talisay, Negros Occidental	T (034) 712-7175 T (034) 495-6622 TF (036) 495-6621	HR Designate

Regional Training Center- Cebu	Archbishop Reyes Ave. Banilad, Cebu City	(032)416-8876 (032)412-7267	HR Designate
Provincial Training Center- Daan Bantayan, Cebu	Daan Bantayan, Cebu	(032) 437-8159	HR Designate
Provincial Training Center- Carmen, Cebu	Carmen , Cebu	(032)200-8127 (032)429-9305	HR Designate
Provincial Training Center- Minglanilla, Cebu	Minglanilla, Cebu	(032)490-8205 (032)412-7157	HR Designate
Provincial Training Center - Samboan, Cebu	Samboan, Cebu	(032) 479-4028	HR Designate
Provincial Training Center - Toledo, Cebu	Toledo City, Cebu	(032) 467-9123	HR Designate
Provincial Training Center- Inabanga, Bohol	Brgy. Cagayan, Inabanga, Bohol	(038) 512-9012	HR Designate
Provincial Training Center - Tubigon, Bohol	Brgy, Potohan, Tubigon, Bohol	(038) 508-8216	HR Designate
Provincial Training Center- Jagna, Bohol	Poblacion, Jagna, Bohol	(038) 238-2749 (038) 531-0018	HR Designate
Provincial Training Center-Pilar, Bohol	Brgy, Poblacion, Pilar, Bohol	(038) 523-2040	HR Designate
Provincial Training Center- Bilar, Bohol	Poblacion , Bilar, Bohol	(038) 535-9080	HR Designate
Lazi Technical Institute (LTI)	Tigbawan, Lazi, Siquijor	(035) 482-0286	HR Designate

REGION 8			
TESDA Regional Office No. 8	TESDA Compound, Abucay, Tacloban City	T (053) 832-4474 TF (053) 832-4472 TF (053) 832-4473	FASD Chief
Provincial Office - BILIRAN	2nd Floor Ricardo R. Kho Bldg., Bernardes Village II, Barangay Atipolo, Naval, Biliran, Philippines	TF (053) 500-9446	HR Designate
Provincial Office - EASTERN SAMAR	Borongan, Eastern Samar	TF (055) 251-2130	HR Designate
Provincial Office - LEYTE	Trece Martirez St., Tacloban City	TF (053) 832-0897	HR Designate
Provincial Office - NORTHERN SAMAR	UEP Compound, Calarman, Northern Samar	TF (055) 251-8070 TF (055) 543-9470	HR Designate
Provincial Office - SAMAR	Gov't Offices Bldg., Catbalogan, Samar	TF (055) 251-2130 TF (055) 543-9470	HR Designate
Provincial Office - SOUTHERN LEYTE	Capitol Site, Asuncion Maasin, Southern Leyte	TF (053) 381-4119	HR Designate
Regional Training Center- Tacloban, Leyte	San Gerardo Subdivion, Brgy. Abucay, Tacloban City		HR Designate
Provincial Training Center - Catarman, Northern Samar	UEP Comp. Catarman, Northern Samar	TF (055) 251-7143	HR Designate
Arteche National Agricultural School (ANAS)	Arteche, Eastern Samar		HR Designate
Balicutro College of Arts & Trades (BCAT)	Sabang Zone 2, Allen, Northern Samar	TF (055) 300-2125 TF (055) 300-2126	HR Designate
Balangiga National Agricultural School (BNAS)	6812 Balangiga, Eastern Samar		HR Designate
Cabugcayan National School of Arts & Trades (CNSAT)	Libertad, Cabugcayan, Biliran		HR Designate
Calubian National Vocational School (CNVS)	Calubian, Leyte		HR Designate
Las Navas Agro-Industrial School (LNAIS)	Las Navas, Northern Samar		HR Designate
Samar National School of Arts & Trades (SNSAT)	Taft, Eastern Samar		HR Designate

REGION 9			
TESDA Regional Office No. 9	TESDA DAO Pagadian City	TF (062) 955-2517	FASD Chief
Provincial Office - ZAMBOANGA DEL NORTE	DSF Compound Olingan. Dipolig City	TF (065) 212-3170	HR Designate
Provincial Office - ZAMBOANGA DEL SUR	Dao, Pagadian City Zamboanga del Sur	TF (062) 214-1234	HR Designate
Provincial Office - ZAMBOANGA SIBUGAY	Quezon St. Ipil Zamboanga Sibugay	TF (062) 333-5493	HR Designate
Regional Training Center - Zamboanga	San Roque, Zamboanga City	(062) 991-3229 (062) 991- 9586	HR Designate
Provincial Training Center - Pagadian, Zamboanga Del Sur	DAO, Pagadian City , Zamboanga del Sur	(062) 214-1234 (062) 214-3697	HR Designate
Provincial Training Center - Sindangan, Zamboanga Del Sur	Goleo Sindangan, Zamboanga del Norte	(065) 224-2227	HR Designate
Dipolog School of Fisheries (DSF)	Olingan, Dipolog City, Zamboanga del Norte	(065) 212-7248	HR Designate
Kabasalan Institute of Technology (KIT)	Poblacion Kabasalan	(062) 955-0238	HR Designate

REGION 10			
TESDA Region Office No. 10	P.Chavez-Jupiter St. Macasandig Cagayan de Oro City	TF (08822) 725519 TF (08822) 721943	FASD Chief
Provincial Office - BUKIDNON	Kapitan Juan Melendez St., Malayabalay City	(088) 221-4739 (088) 813-3977 (088) 211-4739 (088)857-1667	HR Designate
Provincial Office - CAMIGUIN	J. Artadi-Mabini St., Poblacion, Mambajao, Camiguin	TF (088) 387-0266	HR Designate
Provincial Office-LANAO DEL NORTE	West Macapagal Avenue, National Highway, Tubod, Iligan City	TF (063) 223-7560	HR Designate
Provincial Office - MISAMIS OCCIDENTAL	Provincial Cultural Center, Capitol Compound, Oroquieta City	TF (088) 531-0628	HR Designate
Provincial Office - MISAMIS ORIENTAL	Pelaez Sports Center, A Velez St., Cagayan de Oro City	TF (08822) 712034 TF (088) 856-4241	HR Designate
Regional Training Center - Tagoloan	PHIVIDEC Industrial Estate, Tagoloan, Misamis Oriental	TF (08822) 742426	HR Designate
Regional Training Center- Iligan	Ma. Cristina , Iligan City, Lanao del Norte	TF (063) 223-6541	HR Designate
Provincial Training Center - Valencia	Hagkol, Valencia City, Bukidnon	TF (088) 828-0172	HR Designate
Provincial Training Center - Plaridel	Panalsalan, Plaridel Misamis Occidental	TF (088) 344-8505	HR Designate
Cagayan de Oro (Bugo) School of Arts & Trades (COBSAT)	Villa Trinitas, Bugo, Cagayan De Ori City	TF (08822) 742576 TF (088) 855-8720	HR Designate
Camiguin School of Arts & Trades (CSAT)	Lumad, Mambajao, Camiguin	TF (088) 387-0303	HR Designate
Kinoguitan National Agricultural School (KNAS)	Buko, Kinoguitan, Misamis Oriental		HR Designate
Lanao del Norte National Agro-Industrial School (LNNAIS)	Bualan, Tubod, Lanao del Norte	(063) 341-5849 (063) 341-4023	HR Designate
Oroquieta Agro-Industrial School (OAIS)	Purok 3, Villafior, Oroquieta City	TF (088) 531-2111	HR Designate
Salvador Trade School (STS)	Salvador, Lanao del Norte		HR Designate

REGION 11			
TESDA Region Office No. 11	616 Int. @. Rimas St., Aquino Subd., J.P. Laurel Avenue, Davao City	T (082) 222-2294 F (082) 227-8536	FASD Chief
Provincial Office - COMPOSTELA VALLEY	Pr. 1-A, Barangay Cabidianan, Nabunturan, Compostela Valley Province	no landline no. yet (recently transferred to new location)	HR Designate
Provincial Office - DAVAO ORIENTAL	TESDA Prov. Office Government Center Dahican, Mati, Davao Oriental	T (087) 388-3817 F (087) 811-4399	HR Designate
Provincial Office - DAVAO DEL NORTE	Energy Park, Apokon, Tagum City	T (084) 216-3930 F (084) 216-9122	HR Designate
Provincial Office - DAVAO DEL SUR	616 Int. 2, Rimas St., Aquino Subd., J.P. Laurel Avenue, Bajada, Davao City	T (082) 300-0596 F (082) 227-3834	HR Designate
Regional Training Center- Davao City/ Korea Philippines Vocational Training	Buhisan, Tibungko, Davao City	TF (082) 238-0007 TF (082) 236-0556	HR Designate
Provincial Training Center- Mintal, Davao	POINSETTA st. Mintal, Tugbok District, Davao City	T (082) 293-1836 F (082) 293-0285	HR Designate
Carmelo C. delos Cientos Sr. National Technical School	Southern Paligue, Padada, Davao Del Sur	T (082) 272-0245 F (082) 272-0295	HR Designate
Davao National Agricultural School (DNAS)	Purok 8 Poblacion, Montevista, Compostela Valley		HR Designate
Lupon School of Fisheries (LSF)	Panuncialman St. Lupon, Davao Oriental	TF (087) 808-0125	HR Designate
Wangan National Agricultural School (WNAS)	Wangan, Calinan District, Davao City	TF (082) 271-8294	HR Designate

REGION 12			
TESDA Region Office No. 12	2nd Floor Duremdes Building Gen. Santos Drive, Koronadal City 9506	TF (083) 228-9723 T (083) 228-1160	FASD Chief
Provincial Office - NORTH COTABATO	Capitol Hi-way, Amas, Kidapawan City	TF (064) 278- 7031	HR Designate
Provincial Office - SOUTH COTABATO	809 G.H.dd Pilar St. City of Koronadal	T (083) 228-2503 T (083) 520-0683 F (083) 228-5031	HR Designate
Provincial Office - SULTAN KUDARAT	CYC Bldg., National Highway, Tacurong City, Sultan Kudarat	TF (064) 200-4121 TF (064) 200-5856	HR Designate
Provincial Office - SARANGANI	Door 5-7, 2nd Floor One Roma Square Aparante Avenue, City Heights, General Santos City	TF (083) 553-2505 T (083) 301-4775	HR Designate
Provincial Training Center- Cotabato	ORC Comp. Cotabato City	TF (064) 421-6108	HR Designate
Gen. Santos National School of Arts & Trades (GNSAT)	Tiongson St., Lagao, Gen. Santos City	T (083) 301-9373 F (083) 553-2479	HR Designate
Surallah National Agricultural School (SNAS)	Banga-Isulan Road, Dajay, Surallah, South Cotabato	TF (083) 238-5143	HR Designate

CARAGA			
TESDA - CARAGA	G/F Balibrea Bldg., Pili Drive, Butuan City	T (085) 815-7324 T (085) 341-5220 T (085) 225-3966 F (085) 341-7776	FASD Chief
Provincial Office - AGUSAN DEL NORTE	Capitol Compound, Capitol Road, Butuan City	TF (085) 225-5854 TF (085) 342-0085 TF (085) 343-0292	HR Designate
Provincial Office - AGUSAN DEL SUR	Government Center, Patin-ay Prosperidad, Agusan del Sur	TF (085) 343-7278 TF (085) 242-3812	HR Designate
Provincial Office - SURIGAO DEL NORTE	TESDA Manpower Training Center, Capitol Road, Surigao City	TF (086) 826-2592 TF (086) 826-2591	HR Designate
Provincial Office - SURIGAO DEL SUR	Tandag, Surigao Del Sur	TF (086) 211-3397 TF (086) 211-3957	HR Designate
Provincial Office - DINAGAT ISLAND	Mahayahay Brgy. Hall Don Jose, Dinagat Island	TF (085) 341-5220 TF (085) 225-5541 TF (085) 225-3966 TF (085) 815-9414 TF (085) 815-7324	HR Designate
Provincial Training Center- Cabadbaran	Brgy. 9 Gov't Center, Cabadbaran City Agusan Del Norte	(085)281-2773 (085)343-0292	HR Designate
Provincial Training Center- Surigao City	Gov. Jose C. Sering Road, Surigao City	(086)826-4002 (086)826-2591	HR Designate
Agusan del Sur School of Arts & Trades (ASSAT)	Patin-ay Prosperidad Agusan Del Sur	(085) 343-7132 (085) 343-7371 (085) 343-7709	HR Designate
Northern Mindanao School of Fisheries (Golden Heritage Polytechnic College) (NMSF)	Matabao, Buenavista, Agusan del Norte	(085) 343-4238 Telefax (085) 343-4201 (085) 343-5196	HR Designate
Surigao del Norte College of Agriculture and Technology (SNCAT)	Day-asan, Surigao del Norte	(086) 826-3765 (086) 826-1645 (086) 231-6885	HR Designate

ARMM			
TESDA ARMM	RMDC Complex, Brgy. Rebuken, Sultan Kudarat, Maguindanao	TF (064) 429-0068 TF (064) 429-0005	FASD Chief
Provincial Office - BASILAN	Geras Road, Sumagdang Isabela City, Basilan	TF (062)200-3603	HR Designate
Provincial Office - MAGUINDANAO	Door 3 E&H Bldg. Quezon Ave. Cotabato City	TF (064) 390-2887	HR Designate
Provincial Office - SULU	Jolo School of Fishier Compound Jolo, Sulo	TF (085) 341-8911	HR Designate
Provincial Office - TAWI-TAWI	Tawi-Tawi School of Arts & Trades , DECS Compound, Bongao, Tawi-Tawi	TF (068) 268-1259	HR Designate
Provincial Office - LANAO DEL SUR	3rd Floor Lins Agency Bldg New Project1 Capitol Corp Maracio City		HR Designate
Provincial Training Center- Basilan	Geras Road, brgy Sumagdang, Isabela City, Basilan	(062) 200-3602	HR Designate
Regional Manpower Training Center (RMTC)	RMDC Brgy Rebuken, Municipality of Sultan Kudarat, Maguindanao	(062) 429-0091	HR Designate