

Approval queue for permanent positions

Central Services	Approval Group	Requisition Approvers
1	Hiring Manager	Hiring Manager
2	Budget Controller	Sirisha Pingali
3	Position Control	Kit Ocanada
4	HR Director	Tony Brown (only if Classified position)
5	Vice Chancellors	VC of Area – Dianna Rose (only if Admin Position)
6	Recruitment Specialist	Keisha Sentosa

Foothill College	Approval Group	Requisition Approvers
1	Campus Budget Controller	Raine Phan
2	Budget Controller	Kathy Nguyen (only if Foundation funded)
3	Budget Controller	Sirisha Pingali
4	Position Control	Kit Ocanada (only if Classified or Admin position)/Barbara Richardson (only if Faculty position)
5	Hiring Manager	Dean, Supervisor, VP (depending on position – may be the requisition “Initiator”)
6	AVP/VP Of Area	VP of Area (if opened by Dean or Supervisor)
7	Campus Budget Controller	Bret Watson
8	College President	Kristina Whalen
9	HR Director	Tony Brown (only if Classified)
10	Vice Chancellor of HR	Dianna Rose (only if Faculty or Admin position)
11	Recruitment Specialist	Keisha Sentosa

De Anza College	Approval Group	Requisition Approvers
1	Campus Budget Controller	Martin Varela
2	Budget Controller	Sirisha Pingali
3	Budget Controller	Kathy Nguyen (only if Foundation funded)
4	Position Control	Kit Ocanada (only if Classified or Admin position)/Barbara Richardson (only if Faculty position)
5	AVP/VP Of Area	VP of Area for Instruction & Student Services (Ram Subramaniam or Michele Lebleu Burns)
6	Campus Budget Controller	Farhad Sabit
7	College President	Omar Torres
8	HR Director	Tony Brown (only if classified)
9	Vice Chancellor of HR	Dianna Rose (only if Faculty or Admin position)
10	Recruitment Specialist	Keisha Sentosa

Revised: 3/30/26