

**Approval queue for TEA positions**

<b>Central Services</b>	<b>Requisition Approvers</b>
1	Tony Brown
2	Hiring Manager
3	Budgeter of area/department
4	VC of Area
5	Kathy Nguyen (only for Foundation funded assignments)
6	Kit Ocanada (only if T2 or T4)
7	Thuy Quach

<b>Foothill College</b>	<b>Requisition Approvers</b>
1	Tony Brown
2	Raine Phan, Budget Analyst
3	Kathy Nguyen (only for Foundation funded assignments)
4	Kit Ocanada (only if T2 or T4)
5	Dean/ Supervisor/ VP
6	AVP or VP of Area (if opened by Dean or Supervisor)
7	Bret Watson, VP Finance & Admin Services
8	Thuy Quach

<b>De Anza College</b>	<b>Requisition Approvers</b>
1	Tony Brown
2	Hiring Manager/Supervisor
3	Budgeter of area/department
4	Kit Ocanada (only if T2 or T4)
5	AVP or VP
6	Martin Varela, Director of Budget & Personnel
7	Kathy Nguyen (only for Foundation funded assignments)
8	Thuy Quach

Revised: 10/27/25