

Approval queue for TEA positions in NeoEd

Central Services	Approval Group	Requisition Approvers
1	Human Resource Technician	Adaly Padro and Thuy Quach
2	Hiring Manager	Hiring Manager
3	Budget Controller	Budgeter of area/department
4	Vice Chancellors	VC of Area
5	Budget Controller	Kathy Nguyen (only for Foundation funded assignments)
6	Position Control	Kit Ocanada (only if T2 or T4)
7	Human Resource Administrator	Dianna Rose and Tony Brown
8	Human Resource Technician	Adaly Padro and Thuy Quach

Foothill College	Approval Group	Requisition Approvers
1	Human Resource Technician	Adaly Padro and Thuy Quach
2	Campus Budget Controller	Raine Phan, Budget Analyst
3	Budget Controller	Kathy Nguyen (only for Foundation funded assignments)
4	Position Control	Kit Ocanada (only if T2 or T4)
5	Hiring Manager	Dean/ Supervisor/ VP
6	AVP/VP Of Area	AVP or VP of Area (if opened by Dean or Supervisor)
7	Campus Budget Controller	Bret Watson, VP Finance & Admin Services
8	Human Resource Administrator	Dianna Rose and Tony Brown
9	Human Resource Technician	Adaly Padro and Thuy Quach

De Anza College	Approval Group	Requisition Approvers
1	Human Resource Technician	Adaly Padro and Thuy Quach
2	Hiring Manager	Hiring Manager/Supervisor
3	Budget Controller	Budgeter of area/department
4	Position Control	Kit Ocanada (only if T2 or T4)
5	AVP/VP Of Area	AVP or VP
6	Campus Budget Controller	Martin Varela, Director of Budget & Personnel
7	Budget Controller	Kathy Nguyen (only for Foundation funded assignments)
8	Human Resource Administrator	Dianna Rose and Tony Brown
9	Human Resource Technician	Adaly Padro and Thuy Quach

Revised: 5/15/26