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DIVISION OF
BAGUIO CITY

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Internal Audit Department I
Philippine Deposit Insurance Corporation

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Department Manager III
Internal Audit Service
National Tobacco Administration

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Executive Assistant V
Internal Audit Office
Commission on Audit

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VP- External Affairs
Provincial Accountant
LGU- Province of Occidental Mindoro

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Department Manager
Internal Audit Department
Tourism Infrastructure and Enterprises
Zone Authority

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Internal Auditor II
Internal Audit Service
Philippine Charity Sweepstakes Office

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Internal Auditor V
Internal Audit Service
Department of Trade and Industry

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Internal Audit Group
Land Bank of the Philippines

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Internal Audit Service
LGU- Province of Cavao Del Norte

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Air Force Adjutant
Office of the Air Force Adjutant
Philippine Air Force

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Social Security Commission

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and Audit Service
Eulogio "Amang" Rodriguez Institute
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Internal Audit Service
Department of Justice

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Accounting Department
LGU- Province of Laguna

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Internal Audit Office
Bangko Sentral ng Pilipinas

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Ex-Officio Director / Immediate Past-President
Manager, Internal Audit Service
Development Academy of the Philippines

**MEMBER, ADVISORY COUNCIL
ALL PAST-PRESIDENTS**

February 15, 2018

THE REGIONAL DIRECTOR
Department of Education-CAR
Wangal, La Trinidad,
Benguet 2601

Dear Sir/Madam:

We are inviting participants from your office to attend the seminars for the 2nd Quarter of CY 2018, which are open not only to internal auditors but also to those who perform accounting, budgeting, procurement, risk management, disposal and other related administrative functions. Venue is at HOTEL KIMBERLY, #770 Pedro Gil St., Malate, Manila (in front of UP Manila). We are also pleased to inform your office that AGIA is now an Accredited Continuing Professional Development (CPD) Provider by the CPD Council for Accountancy issued by the Professional Regulation Commission, Accreditation No. 2009-022, expires on 24 April 2020.

The seminars are part of AGIA's commitment to assist government employees to become more responsive and effective public servants and in line with Memorandum Circular No. 89 dated August 18, 2005, and in compliance with Section 3 of Administrative Order No. 70 series of 2003, both issued by the Office of the President, mandating the AGIA to ensure that all internal audit works in all government agencies be conducted in conformity with the standards of the internal audit profession.

I. LIVE - OUT RATE: (As per National Budget Circular No. 563)

INCLUSIVE DATES	No. of Days	COURSE TITLE	No. of Hours	SEMINAR FEE
April 4 - 6	3	CASH MANAGEMENT AND ITS INTERNAL CONTROL SYSTEM	24	6,000.00
April 11 - 13	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	6,000.00
April 16 - 20	3	BASIC INTERNAL CONTROL CONCEPTS AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	6,000.00
April 25 - 27	3	PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND THE ANNUAL PROCUREMENT PLAN (APP): CONCEPTS, PRINCIPLES AND TECHNIQUES	24	6,000.00
May 2 - 4	3	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES (Laws, Rules and Regulations on Government Expenditures)	24	6,000.00
May 9 - 11	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	6,000.00
May 16 - 18	3	EFFECTIVE AUDIT REPORT WRITING	24	6,000.00
May 23 - 25	3	THE PHILIPPINE BIDDING DOCUMENTS (participants must have attended RA-9184)	24	6,000.00
May 30 - June 1	3	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (Appraisal and Disposal)	24	6,000.00
June 6 - 8	3	BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON-ACCOUNTANTS	24	6,000.00
June 13 - 15	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	6,000.00
June 20 - 22	3	STRATEGIC PLANNING FOR INTERNAL AUDITORS	24	6,000.00
June 27 - 29	3	THE PHILIPPINE BIDDING DOCUMENTS (participants must have attended RA-9184)	24	6,000.00

II. LIVE-IN RATE: P8,400.00 / participant (Twin and Triple Sharing only)
Inclusive of Two (2) Nights Room Accommodation at Hotel Kimberly with Buffet Breakfast
(NOTE: Advance payment is required)

We will accept early confirmation. For your convenience and comfort we will limit participants to seventy (70). Those who have not confirmed their participation before the scheduled seminars will no longer be accommodated. See attached Seminar Confirmation / Registration Slip for other details.

For more information, please visit our website, www.agiaph.org

Very truly yours,

JOSIE JANE C. ABLIR
President

To: Harris
To: website
public affairs
make: A



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet



ADVISORY

March 27, 2018

**TO: SCHOOLS DIVISION SUPERINTENDENTS
ALL DIVISIONS
ALL CONCERNED**

For information and dissemination. In compliance with DepEd Order No. 9, s. 2005 entitled "Instituting measures to increase engaged time-on-task and ensuring compliance therewith".

MAY B. ECLAR, Ph.D., CESO V
Office of the Regional Director

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SEMINAR CONFIRMATION / REGISTRATION SLIP

FOR : **The AGIA Secretariat**

I / We hereby confirm my / our participation in the Seminar/Workshop on:

(SEMINAR TITLE)

DATE : _____
(Seminar Date)

Venue : **HOTEL KIMBERLY #770 Pedro Gil St., Malate, Manila (Near Taft Ave. & LRT Pedro Gil Station)**

Seminar Fee :

(PLEASE CHECK THE APPROPRIATE BOX)

<input type="checkbox"/>	LIVE-IN RATE : P8,400.00 / PAX (Twin or Triple Sharing only/ Superior Room) Strictly minimum of 2pax/room; If single pax attending the seminar and no available pair, additional P2,400 will be charge for single room occupancy; If the Hotel Venue is fully booked we will arrahge your accommodation to other Hotel near the venue; Hotel rates may vary during peak seasons INCLUSIONS: Two (2) Nights stay with 2 Buffet Breakfast; Seminar Kit and Meals (3 AM & PM Snacks, 3 Lunch) Check-In Time: 2:00 pm; Check-Out Time: 12:00 nn STRICTLY ADVANCE PAYMENT IS REQUIRED FOR ROOM RESERVATIONS
<input type="checkbox"/>	LIVE-OUT RATE : P6,000.00 / PAX INCLUSIONS: Seminar Kit and Meals (3 AM & PM Snacks, 3 Lunch)

PLEASE PRINT LEGIBLY

FULL NAME <small>(First Name M.I. Last Name)</small>	NICKNAME	GENDER <small>(M/F)</small>	POSITION	CELLPHONE NO(S).

NAME OF AGENCY / OFFICE: _____
Address: _____

Name of Department / Unit: _____ Agency Category: [] NGA [] LGU
Area Code & Telephone No: _____ (Please Check) [] SUC [] GOCC [] GFI
Agency's Email address: _____

APPROVED BY: _____

NOTE: Confirmed participants but NO SHOW on the day of seminar will be subject to payment of seminar fee.

Name & Signature of Agency/Office Head
or Authorized Officer

NOTE: If LDDAP-ADA is preferred and made payable or credited to Land Bank of the Philippines- Malate (Head Office) under ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC. Account No. 3402-1031-31. Cash or Company Check payment should be deposited to BPI Account No. 3851-0055-94 of the Association. Present the copy of LDDAP-ADA with LBP stamp marked and Deposit Slip on the day of seminar as a proof of payment for the issuance of Official Receipt.

Please send Accomplished Form thru: FAX: (02) 412-2033 EMAIL: info.agia52@gmail.com WEBSITE: www.agiaph.org
DIRECT LINE (02) 412-2049 Cellphone Nos. MAUREEN - (0919) 3205311 TRISHA - (0918) 3509821
BUDDY - (0922) 8642715 AVON - (0932) 3126212

WE WILL ACCEPT EARLY CONFIRMATION. FOR YOUR CONVENIENCE AND COMFORT WE WILL LIMIT PARTICIPANTS TO SEVENTY (70). THOSE WHO HAVE NOT CONFIRMED THEIR PARTICIPATION BEFORE THE SCHEDULED SEMINARS, WILL NO LONGER BE ACCOMMODATED.