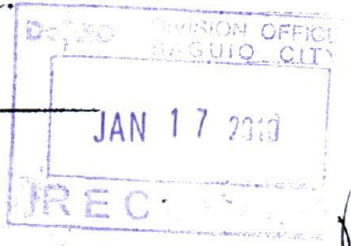


ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC.

Unit 402 Merchant Square Condominium, 1386 E. Rodriguez Sr. Avenue cor. Mabolo St.
New Manila, Quezon City 1102
Telephone No.: 412-2049 • Telefax No.: 412-2033
Email address: info.agia52@gmail.com • Website: www.agiaiph.org



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December 3, 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 1st Quarter of CY 2019, 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
January 9 - 11	3	CASH MANAGEMENT AND ITS INTERNAL CONTROL SYSTEM	24	6,000.00
January 16 - 18	3	PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND THE ANNUAL PROCUREMENT PLAN (APP): CONCEPTS, PRINCIPLES AND TECHNIQUES	24	6,000.00
January 23 - 25	3	BASIC INTERNAL CONTROL CONCEPTS AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	6,000.00
January 30 - February 1	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A.9184) AND ITS REVISED IRR AND UPDATES	24	6,000.00
February 6 - 8	3	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES (Laws, Rules and Regulations on Government Expenditures)	24	6,000.00
February 13 - 15	3	PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND THE ANNUAL PROCUREMENT PLAN (APP): CONCEPTS, PRINCIPLES AND TECHNIQUES	24	6,000.00
February 19 - 21	3	TOOLS AND TECHNIQUES FOR INTERNAL AUDITING	24	6,000.00
February 20 - 22	3	RISK MANAGEMENT	24	6,000.00
February 27 - March 1	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A.9184) AND ITS REVISED IRR AND UPDATES	24	6,000.00
March 6 - 8	3	BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON-ACCOUNTANTS	24	6,000.00
March 13 - 15	3	THE PHILIPPINE BIDDING DOCUMENTS (participants must have attended RA-9184)	24	6,000.00
March 20 - 22	3	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (Appraisal and Disposal)	24	6,000.00
March 27 - 29	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A.9184) AND ITS REVISED IRR AND UPDATES	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**

We encourage early confirmation and payment. Those who have not confirmed their participation and not paid, or without Agency's Guarantee Letter on or before the seminar will not be accommodated. Attached is a Seminar Confirmation / Registration Slip.

For more information, please visit our website at www.agiaiph.org.

Very truly yours,

JOSIE JANE C. ABLIR
President



• INTEGRITY

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

• PROFESSIONAL



ADVISORY

School Administrators, Principals & Teachers in-Charge
(Elementary to Secondary)
January 14, 2019

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

FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO P. MARTIN, Ed.D, CESO VI
Schools Division Superintendent

For information and dissemination.