



Human Resource Innovations and Solutions, Inc.

REGISTRATION FORM

Kindly write legibly. PRINT data on the spaces provided.

Go-Getter Rate (Early Bird Discount)
Rate is valid up until the specified dates as shown below.

- **2-day Program**
Php 14,000 (VAT Inclusive)
- **3-day Program**
Php 20,440 (VAT Inclusive)

****Note: Discount rates cannot be used in conjunction with any other discount offers.**

Troupe Rate (Group Discount)
Rate is valid for 5 or more registrants from the same Agency for the same program.
• 5% off the regular rate

Progressive Development Rate (Continuous Learner Discount)
Rate is valid on your 4th and subsequent program registration within the calendar year.

- **2-day Program**
Php 13,665 (VAT Inclusive)
- **3-day Program**
Php 19,540 (VAT Inclusive)

RELEASED
JUN 18 2019

DEPED-CAR
DIVISION OFFICE
BAGUIO CITY
JUN 17 2019
RECEIVED

PAYMENT PROCEDURE

MODE OF PAYMENT (Please check [✓]): Note: Payment should be made at least two (2) weeks prior to the workshop date. After depositing your payment, please fax copy of deposit slip to Telefax No. (02) 238-4825 or 746-2962. Kindly indicate name of attendees and company name for the issuance of the Official Receipt.

Cash Cheque

- Deposit in HURIS Bank Account:
 - Metrobank, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 062-3-06224357-1, Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
 - Land Bank of the Philippines, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 2311-0997-20, Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
 - Any and all bank charges will be for the account of the participants.
- Deliver to HURIS office (Suite M3 Seven East Capitol Bldg., #7 East Capitol Drive, Barangay Kapitolyo, Pasig City 1603)

Reminders:

- Kindly submit BIR Form 2306 Certificate of VAT Withheld and BIR Form 2307 Certificate of Tax Withheld if VAT and Taxes will be withheld from the training fees.
- (TIN Number: 237-466-716-000)
- No payment, No Certificate policy will be applied.
- Statement of Account (SOA) will be sent via email or fax and the original SOA will be given on the first day of the training to the participants (as requested).

TERMS AND CONDITIONS:

1. Submission of an accomplished Registration Form is strictly required and this will serve as the billing statement.
2. Confirmation letters will be sent to all registered participants via email or fax at least 2 weeks before the training.
3. Upon receipt of the Registration Form, the participant's attendance is considered confirmed.
4. Payment should be made at least two (2) weeks prior to the workshop date. *NOTE: Accommodations are not included.*
5. Official Receipts will be given on the 1st day of the training at the training venue.
6. If the participant is unable to attend the training due to unavoidable circumstances, an advice must be sent to HURIS office at least 2 weeks before the training proper.
7. Cancellations:
 - For paid participants, if cancellation notice/advice is received 2 weeks before the training proper, the training fee will be forfeited to defray the administrative and hotel reservation fees.
 - For participants who have not yet fully remitted their payment, changes/reschedule and cancellation will be charged of a total training fee to defray the administrative and hotel reservation fees.
 - Refund of training fees will not be allowed; although replacements, in lieu of the original registrant may be entertained, provided the request is done in writing 2 weeks before the training.
8. Dietary requirement should be advised prior to the training proper so as not to incur additional food expenses. Any food replacement during the training proper will be for the account of the participant.
9. Participants are requested to make their own travel and hotel arrangements. These are not covered by the training fees.
10. HURIS reserves the right to re-schedule programs if the minimum number of participants is not met at least 2 weeks before the training.

For more information, please call (02) 871-6519 or 661-5954 and look for Wyona Enriquez, Zinna Boddoc, Queenie Paragile or Laisha Leo or email us at cash_training@huris.com.ph

I confirm that the information given by me is true and correct. I also confirm that I have read, understood and agreed to the Terms and Conditions contained in this Registration Form.

Signature of Participant Over Printed Name

THIS FORM CAN BE REPRODUCED.



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



ENDORSEMENT

June 11, 2019

TO: SCHOOLS DIVISION SUPERINTENDENTS
ALL DIVISIONS

For information.

To: Interested participants
For information

MAY B. ECLAR, Ph.D., CESO V
Regional Director

//ORD/eap

Thanks:
FELICIANO P. MARTIN, Ed.D., C. Ed.D., CESO V
School Division Superintendent



Human Resource Innovations and Solutions, Inc.

Attention: **Human Resource Department/Training Department
All Career Executive Service Board Members & Eligibles/Interested Officers, Directors, and Staff**

Dear CESB Members/ Interested Staff,

We are pleased to invite you to the CESB accredited leadership training program for 2019 to be conducted by HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC. (HURIS, Inc).

<p>Achieving a Positive Turn-around In Employee and Organizational Performance thru Positive Discipline</p> <p>This program reinforces the participant's working knowledge of acceptable standards of behavior in the company. They will understand the role of positive discipline in correcting employee performance problems and help achieve a positive turn-around in performance. Learn and apply the basic concepts behind "due process" through case study analysis. They will be given opportunity to practice the interpersonal communication skills necessary in conducting a hearing and/or dialogue/feedback in the context of practicing positive discipline.</p>	<p>June 20-21, 2019 (2 Days) NEW SCHEDULE!</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p>Effective Conflict Resolution and Solving Employee Performance Issues thru Mediation</p> <p>In this program, the participants learn the basics and conflict management. They will understand concepts and models in mediation as an effective vehicle for conflict and dispute resolution. They will be able to identify options, and differentiate interests from positions, and understand how to generate variable options, generate relevant criteria and choose viable alternatives as essential components in the mediation process. Participants will be able to practice skills in mediation through the use of case studies, role playing and simulations.</p>	<p>June 27-28, 2019 (2 Days)</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p>Managerial Leadership</p> <p>This program will help participants differentiate between Management and Leadership, and acknowledge the key role of managerial leadership in achieving results. They will also be able to practice the key management skills of Planning, Organizing and Control, as well as leadership skills of staffing, coaching and team building.</p>	<p>July 11-12, 2019 (2 Days)</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p>Strategic Decision Making</p> <p>In this program, participants will learn how to decide, recommend decisions, how to analyze and manage risks such as prevention and contingencies should these happen. In analyzing problems, they learn how to pinpoint through causes and make decisions either to correct or adapt. They also learn to analyze complex situations by indicating what actions are needed, prioritize, and identify responsibilities for actions.</p>	<p>July 18-19, 2019 (2 Days)</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p>Performance and Results Management</p> <p>In this program, the participants will be able to articulate a systematic Performance Management Process and its key elements. It will also help identify core goals and metrics including lead and lag metrics. Participants will learn how to plan, manage and monitor people performance and provide timely feedback to individuals and groups to improve performance.</p>	<p>July 25-26, 2019 (2 Days)</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>



Human Resource Innovations and Solutions, Inc.

<p>Building Powerful Teams</p> <p>A two-day program highlighting team leadership and management of overall team effectiveness. The program will introduce leadership and team work frameworks and best practices.</p>	<p>August 8-9, 2019 (2 Days)</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p>Transformational Leadership</p> <p>In this program, participants will be able to understand the basic concepts about being an effective leader. They will understand how to help subordinates/ learners/mentees map out attainable personal and professional goals as well as plan workable strategies and implementing such strategies to achieve the stated objectives.</p>	<p>August 15-16, 2019 (2 Days)</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p>Strategic and Critical Thinking</p> <p>This program defines strategic thinking, its key characteristics and importance to leadership. It will provide a roadmap for individuals to improve the core competency. This will also be a venue to appreciate foundations of strategic planning and best practices on strategic management as well as understand the key success factors of strategic execution.</p>	<p>August 29-30, 2019 (2 Days)</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p>Driving Execution</p> <p>This program provides two models on how to execute flawlessly. It gives the participants an opportunity on how execution is done despite of numerous challenges. It also includes individual and organization change dynamics, and exposure both as a leader and a follower in their respective organization.</p>	<p>September 5-6, 2019 (2 Days)</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p>Coaching: Raising Performance to the Next Level</p> <p>This program provides participants the basics of high impact Coaching and to gain insights, clarity and focus on how Leaders can help subordinates improve performance results over time. It gives the participants an opportunity to experience how Coaching is done using a proven framework. It also provides a mechanism to continuously apply the coaching framework in the workplace.</p>	<p>September 12-13, 2019 (2 Days)</p> <p>PHP 14,560.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p>New Leadership Style for the 21st Century</p> <p>This program provides foundational grounding on self-mastery, emotional intelligence and relating EQ skills to effective leadership and success. Participants also learn how to use these skills in coaching, conflict resolution and in handling difficult employees.</p>	<p>September 18-20, 2019 (3 Days)</p> <p>PHP 21,280.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>



Human Resource Innovations and Solutions, Inc.

With our 2019 Leadership programs, we will be your partners, serving as a catalyst of change in your organization.
We welcome any Non-CESO participant with supervisory functions who would like to attend our training programs.

If interested, kindly fill-out the attached **Registration Form**. And you may call (02) 871-6519 or 661-5954 or email at cesb.training@huris.com.ph and look for Wyona Enriquez, Zinna Bondoc, Queenie Paragite or Laisha Lao.

Hurry and send in your reservations as we have limited seats available!

Regards,

LAISHA RUH LAO
Learning and Development Services Manager
Human Resource Innovations & Solutions, Inc. (HURIS)



Human Resource Innovations and Solutions, Inc.

REGISTRATION FORM

Kindly write legibly. PRINT data on the spaces provided.

PROGRAM REGISTRATION

Please check [✓] the training programs or workshops you wish to attend:

<input checked="" type="checkbox"/>	CESB ACCREDITED LEADERSHIP DEVELOPMENT PROGRAMS	PROGRAM DATE	INVESTMENT RATES (VAT inclusive)	GO-GETTER RATES (Valid until dates below)
	1. Achieving a Positive Turn-around in Employee and Organizational Performance thru Positive Discipline (2 Days)	June 20-21, 2019	Php 14,560.00	May 30, 2019
	2. Effective Conflict Resolution and Solving Employee Performance Issues through Mediation (2 Days)	June 27-28, 2019	Php 14,560.00	June 6, 2019
	3. Managerial Leadership (2 Days)	July 11-12, 2019	Php 14,560.00	June 20, 2019
	4. Strategic Decision Making (2 Days)	July 18-19, 2019	Php 14,560.00	June 27, 2019
	5. Performance and Results Management (2 Days)	July 25-26, 2019	Php 14,560.00	July 4, 2019
	6. Building Powerful Teams (2 Days)	August 8-9, 2019	Php 14,560.00	July 17, 2019
	7. Transformational Leadership (2 Days)	August 15-16, 2019	Php 14,560.00	July 24, 2019
	8. Strategic and Critical Thinking (2 Days)	August 29-30, 2019	Php 14,560.00	August 8, 2019
	9. Driving Execution (2 Days)	September 5-6, 2019	Php 14,560.00	August 15, 2019
	10. Coaching: Raising Performance to the Next Level (2 days)	September 12-13, 2019	Php 14,560.00	August 22, 2019
	11. New Leadership Style for the 21st Century (3 Days)	September 18-20, 2019	Php 21,280.00	August 28, 2019

PERSONAL DETAILS

Name: _____ / _____ / _____ / _____
 First Name MI Last Name Nickname

Date of Birth: _____ Gender: _____ Civil Status: _____

Telephone No.: _____ Mobile Number: _____

Email address: _____ Dietary Requirements (required): _____

OCCUPATION AND COMPANY DETAILS

Agency: _____ Department: _____

Industry: Service Manufacturing Trading Others: _____ Position: _____

Office No.: _____ Fax No.: _____ Email Address: _____

Office Address: _____

EMERGENCY CONTACT DETAILS

Person to contact in case of Emergency: _____

Relationship to participant: _____ Contact Number/s: _____

OTHER INFORMATION

How did you know about the program?

- Fax/E-mail Social Media
- Sales Calls / Sales Visits Friends/Family
- Newsletters Others: _____
- HURIS Website

PROGRAM DISCOUNTS (Investment Savings)

THIS FORM CAN BE REPRODUCED.

(02) 861-1024
 (02) 861-2951

consult@huris.com.ph

www.huris.com.ph