



ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC.

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December 2, 2015

DR. DIOSDADO M. SAN ANTONIO
OIC-Regional Director
Department of Education-Region IV-A
Karangalan ES, Karangalan Village
Cainta, Rizal

Dear **Director San Antonio**:

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, and in line with our commitment to assist government employees to become more responsive and effective public servants, the AGIA has scheduled the following trainings and seminars for the **1st Quarter of CY 2016**:

VENUE: HOTEL KIMBERLY, #770 Pedro Gil St., Malate, Manila (in front of UP Manila)

INCLUSIVE DATES	No. of Days	COURSE TITLE	No. Of Hours	SEMINAR FEE
January 6 - 8	3	CASH MANAGEMENT AND ITS INTERNAL CONTROL SYSTEM	24	P3,600
January 13 - 15	3	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES	24	P3,600
January 20 - 22	3	GOVERNMENT PROCUREMENT REFORM ACT (RA-9184) AND ITS REVISED IRR AND UPDATES	24	P3,600
January 27 - 29	3	BASIC INTERNAL CONTROL SYSTEM AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	P3,600
February 3 - 5	3	THE PHILIPPINE BUDGETING SYSTEM	24	P3,600
February 10 - 12	3	TOOLS AND TECHNIQUES FOR INTERNAL AUDITING	24	P3,600
February 17 - 19	3	GOVERNMENT PROCUREMENT REFORM ACT (RA-9184) AND ITS REVISED IRR AND UPDATES	24	P3,600
February 23 - 24	2	FRAUD AWARENESS, DETECTION AND PREVENTION	16	P2,400
March 2 - 4	3	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (Appraisal and Disposal)	24	P3,600
March 9 - 11	3	BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON-ACCOUNTANTS	24	P3,600
March 16 - 18	3	THE PHILIPPINE BIDDING DOCUMENTS (Participants must have attended R.A. 9184)	24	P3,600
March 29 - 31	3	GOVERNMENT PROCUREMENT REFORM ACT (RA-9184) AND ITS REVISED IRR AND UPDATES	24	P3,600

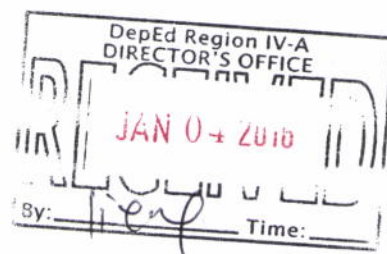
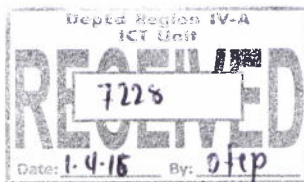
In relation to the foregoing, we are inviting participants from your office to attend the above-mentioned seminars which are open not only to internal auditors but also to those who perform accounting, budgeting, procurement, risk management, disposal and other related administrative functions. Fees are inclusive of meals and training materials.

Please be informed that for your convenience and comfort we will limit participants to eighty five (85). Those who have not confirmed their participation at least five (5) days before the scheduled seminar will no longer be accommodated.

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

Thank you.

ATTY. ANTONETTE L. FERNANDEZ
President



*To: SDS
For your information
& appropriate action please.
Thanks. Gal Alvarez
14 Jan 2016*

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)
For your hotel needs. Please call Ms. Rose Munar of Victory Events Services to assist you at telephone No. (02) 661-7255, 0999 6655832

Seminar Fee : P 3,600.00 / head (Live-Out; Meal inclusions: 3 AM Snacks, 3 Lunch and 3 PM Snacks)
 (3 days seminar/ 24hrs)
 NOTE: Confirmed participants but **NO SHOW** on the day of seminar will be subject to payment of seminar fee.

PLEASE PRINT LEGIBLY

LAST NAME	FIRST NAME	MIDDLE INITIAL	POSITION	CELLPHONE NUMBER

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:

 Name & Signature of Head of Agency/Office
 OR Authorized Officer

NOTE: Checks and LDDAP-ADA should be payable to: ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC. (AGIA, Inc.)
 If your payment is thru LDDAP-ADA: Please use our account at LANDBANK- Malate (Head Office)- Account No. 3402-1031-31.

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

PLEASE BE INFORMED THAT FOR YOUR CONVENIENCE AND COMFORT WE WILL LIMIT PARTICIPANTS TO EIGHTY FIVE (85). THOSE WHO HAVE NOT CONFIRM THEIR PARTICIPATION AT LEAST FIVE (5) DAYS BEFORE THE SCHEDULE SEMINAR, WIL NO LONGER BE ACCOMMODATED.