



ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC.

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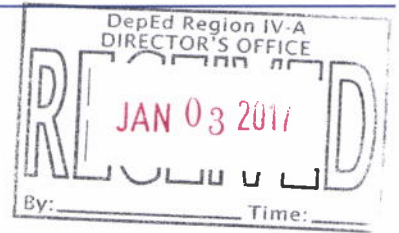
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December 13, 2016

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 2017 at HOTEL KIMBERLY, #770 Pedro Gil St., Malate, Manila (in front of UP Manila):**

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

INCLUSIVE DATES	No. of Days	COURSE TITLE	No. of Hours	SEMINAR FEE
January 11 - 13	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	P6,000
January 25 - 27	3	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES (Laws, Rules and Regulations on Government Expenditures)	24	P6,000
February 1 - 3	3	CASH MANAGEMENT AND ITS INTERNAL CONTROL SYSTEM	24	P6,000
February 8 - 10	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	P6,000
February 15 - 17	3	BASIC INTERNAL CONTROL CONCEPTS AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	P6,000
February 22 - 24	3	THE PHILIPPINE BUDGETING SYSTEM	24	P6,000
March 1 - 3	3	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (Appraisal and Disposal)	24	P6,000
March 8 - 10	3	BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON-ACCOUNTANTS	24	P6,000
March 15 - 17	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	P6,000
March 22 - 24	3	THE PHILIPPINE BIDDING DOCUMENTS (Participants must have attended R.A. 9184)	24	P6,000
March 29 - 31	3	TOOLS AND TECHNIQUES FOR INTERNAL AUDITING	24	P6,000

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)

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 confirm early. For your convenience and comfort we will limit participants to eighty five (85). Those who have not confirmed their participation before the scheduled seminars will no longer be accommodated. (See attached **Seminar Confirmation / Registration Slip**)

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

Very truly yours,

MICHAEL L. GAPUZ
President

*For SDSS
For your appropriate
action, please
Thank you
Jan 3 2017*

▪ INTEGRITY

▪ ACCOUNTABILITY

▪ PROFESSIONALISM

SEMINAR CONFIRMATION / REGISTRATION SLIP

FOR : **The AGIA Secretariat**

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

DATE : _____ (SEMINAR TITLE)
 _____ (Seminar Date)

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

Seminar Fee : **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 arrange your accommodation to other Hotel near the venue; Hotel rates may vary during peak seasons
Note: Please Check the appropriate box
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

LIVE-OUT RATE : P6,000.00 / PAX
INCLUSIONS: Seminar Kit and Meals (3 AM & PM Snacks, 3 Lunch)

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: _____

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

APPROVED BY: _____

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

NOTE: If payment is thru LDDAP-ADA kindly deposit at LANDBANK- Malate (Head Office) - Account No. 3402-1031-31 please make it payable to: ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC. Cash & 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 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 - (0942) 2406856

PLEASE CONFIRM EARLY. FOR YOUR CONVENIENCE AND COMFORT WE WILL LIMIT PARTICIPANTS TO EIGHTY FIVE (85). THOSE WHO