



Department of Education
Region III
DIVISION OF ANGELES CITY
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DIVISION ADVISORY

No. 145, s. 2018

To: Division Accountant
Budget Officer
Heads of Financially Autonomous School

From: Schools Division Superintendent

Subject: Association of Government Internal Auditors, Inc. Seminars for the 3rd Quarter CY 2018

Date: June 19, 2018

RELEASED

JUN 20 / 2018

By DepED Angeles City
Division of City Schools

This is to inform all concerned of the attached schedule of seminars for the 3rd Quarter to be conducted by the Association of Government Internal Auditors, Inc.

Attached is a letter from Ms. Josie C. Ablir, President, for reference and information.


LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent

ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC.

Unit 402 Merchant Square Condominium, 1386 E. Rodriguez Sr. Avenue cor. Mabolo St.
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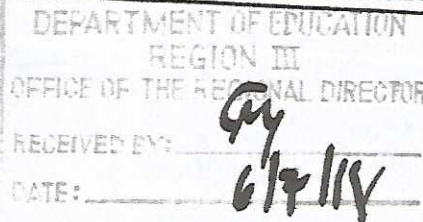
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May 9, 2018

THE REGIONAL DIRECTOR
Department of Education-Region III
Maimpis, San Fernando City,
Pampanga



Dear Sir/Madam:

We are inviting participants from your office to attend the seminars for the 3rd 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
July 4 - 6	3	CASH MANAGEMENT AND ITS INTERNAL CONTROL SYSTEM	24	6,000.00
July 11 - 13	3	BASIC INTERNAL CONTROL CONCEPTS AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	6,000.00
July 18 - 20	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A.9184) AND ITS REVISED IRR AND UPDATES	24	6,000.00
July 24 - 26	3	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES (Laws, Rules and Regulations on Government Expenditures)	24	6,000.00
August 1 - 3	3	PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND THE ANNUAL PROCUREMENT PLAN (APP): CONCEPTS, PRINCIPLES AND TECHNIQUES	24	6,000.00
August 8 - 10	3	OPERATIONS AND MANAGEMENT AUDIT	24	6,000.00
August 15 - 17	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A.9184) AND ITS REVISED IRR AND UPDATES	24	6,000.00
August 29 - 31	3	THE PHILIPPINE BIDDING DOCUMENTS (participants must have attended RA-9184)	24	6,000.00
September 5 - 7	3	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (Appraisal and Disposal)	24	6,000.00
September 12 - 14	3	BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON-ACCOUNTANTS	24	6,000.00
September 19 - 21	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A.9184) AND ITS REVISED IRR AND UPDATES	24	6,000.00
September 26 - 28	3	PHILIPPINE GOVERNMENT ACCOUNTING STANDARDS	24	6,000.00
October 9 - 12	4	ANNUAL NATIONAL CONVENTION cum SEMINAR "INTERNAL AUDITORS: Enablers of Accountable and Progressive Transformation in the Government" SMX Convention Center, Davao City	32	P10,500 (Live-In) P8,000 (Live-Out)

NOTE: SEPARATE INVITATION WILL BE ISSUED

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.agiaph.org.

Very truly yours,

JOSIE JANE C. ABLIR
President

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 :

(PLEASE CHECK THE APPROPRIATE BOX)

☐ **LIVE-IN RATE : P8,400.00 / PAX** (Twin or Triple Sharing only/ Superior Room)

We can only accommodate limited live-in participants depending on the availability of rooms at Hotel Kimberly and on a 'First-Come, First-Served' basis. A participant may opt for single occupancy, subject to additional charge at the prevailing hotel rate.

INCLUSIONS: Two (2) Nights stay with 2 Buffet Breakfasts; Seminar Kit and Meals (3 AM & PM Snacks, 3 Lunch) Check-In Time: 2:00 pm; Check-Out Time: 12:00 nn

☐ **LIVE-OUT RATE : P6,000.00 / PAX**

INCLUSIONS: Seminar Kit and Meals (3 AM & PM Snacks, 3 Lunch)

PLEASE PRINT LEGIBLY

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

NAME OF AGENCY / OFFICE:

Address:

Name of Department / Unit:

Area Code & Telephone No:

Agency's Email address:

Agency Category: [] NGA [] LGU
(Please Check) [] SUC [] GOCC [] GFI

APPROVED BY:

NOTE: Please notify the Secretariat if you intend to **CANCEL** your participation **five (5) working days** before the start of the seminar, otherwise, Seminar Fees shall be forfeited.

Name & Signature of Agency/Office Head
or Authorized Officer

NOTE: If LDDAP-ADA is preferred, credit payment 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 may be deposited to BPI Account No. **3851-0055-94** of the Association. E-mail a copy of the **LDDAP-ADA** with LBP stamp-mark and **Deposit Slip** once payment is made. Official Receipts will be issued during the seminar.

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. THOSE WHO HAVE NOT CONFIRMED THEIR PARTICIPATION AND NOT PAID OR WITHOUT AGENCY'S GUARANTEE LETTER ON OR BEFORE THE SCHEDULED SEMINAR, WILL NOT BE ACCOMMODATED. FOR YOUR CONVENIENCE AND COMFORT WE WILL LIMIT PARTICIPANTS TO **SEVENTY (70)**.