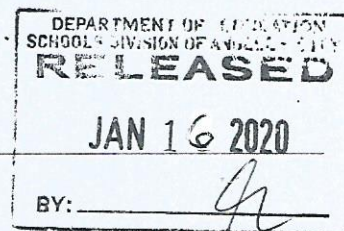




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



DIVISION ADVISORY

No. 12, s. 2020

To : Heads of Public and Private Elementary and Secondary Schools

From : The OIC-Schools Division Superintendent

Subject : Accounting and Taxation Seminars

Date : January 15, 2020

Business Coach Inc., a Civil Service Commission (CSC) Accredited Learning and Development Institution is offering Accounting and Taxation seminars as well as in-house training programs. The seminars/trainings are updated according to the Train Law and are made very simple and intended for non-accountants.

Attached is the e-mailed communication of Business Coach Inc., for reference.

[Signature]
MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

LVL/chiefsgod



CV 2020-011
Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101
Email Address: angeles.city@deped.gov.ph

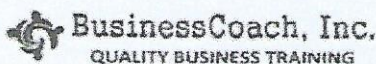


Invitation to accounting and taxation seminars (TRAIN law updated)

1 message

BusinessCoach <rose.businesscoach108@gmail.com>
To: businesscoachphil.events@gmail.com

Wed, Jan 8, 2020 at 11:00 AM



Civil Service Commission (CSC) Accredited Learning and Development Institution
Department of Tourism (DOT) Accredited Training Center

Proud Member: People Management Association of the Philippines
Philippine Society for Training and Development

JAN 08 2020

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Fundamental knowledge in accounting and taxation are relevant to all businesses. Procedures, computations, recordings and payments should be done properly to help you plan and grow your company. The programs are for non-accountants and are made very simple, so you do not need to be a CPA to learn the concepts. BusinessCoach Inc. cordially invites you to attend its seminars. All programs are updated according to the TRAIN LAW.

Business Taxation Made Easy - January 9-10 (P 7,000)

Value Added Tax and Other Percentage Tax - January 10 (P 3,500)

Internal Control and Auditing - January 15 (P 3,500)

Employee's Withholding and Fringe Benefits Tax - January 17 (P 3,500)

How to Compute Salaries, Wages and Benefits - January 18 (P 3,500)

Credit and Collection Management Seminar - January 22 (P 3,500)

Bookkeeping and Basic Accounting - January 23-24 (P 7,000)

Expanded Withholding Tax and Final Withholding Tax - January 24 (P 3,500)

Financial Statement Analysis - January 28 (P 3,500)

All About TRAIN Law and Latest BIR Implementing Regulations - January 31 (P 3,500)

Latest Issuances for Effective Tax Compliance and Interpretation of Tax Laws: New Administrative Issuances and Latest Court Decisions - February 3 (P 3,500)

SEMINAR FEE: Inclusive of am and pm snacks, lunch, seminar kit, handouts, and certificate of attendance.

RESERVATION: Phone reservation is required. Please call telephone 8727-5628, 8727-8860 or 8701-7002.

SCHEDULE: Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of its events.

***WE ALSO CONDUCT IN-HOUSE TRAINING PROGRAMS AT YOUR CHOSEN VENUE AND SCHEDULE.**

BUSINESSCOACH SCHEDULE OF SEMINARS	
<p>For inquiries and reservation, please call</p> <ul style="list-style-type: none"> • Bianca - 8727.88.60 • Keah - 8701.70.01 • Kath - 8701.70.02 • Crystal - 8727.56.28 <p>As seats are limited, we only guarantee reservation to those who have paid the seminar fee before the scheduled event. Walk-in participants shall be waitlisted, and will only be allowed entry subject to availability of seats and training materials.</p>	<p>HUMAN RESOURCE AND CORPORATE SKILLS TRAINING</p> <p>Competency-Based Succession Planning - January 13 (P 3,500)</p> <p>Personality Development - January 15 (P 3,500)</p> <p>Human Resource Management Training - January 15 (P 3,500)</p> <p>Onboarding: Creating the Best New Hire Experience - January 18 (P 3,500)</p> <p>How to Compute Salaries, Wages and Benefits - January 18 (P 3,500)</p> <p>Improving Performance Using Balanced Scorecard - January 20 (P 3,500)</p> <p>Creative Problem Solving and Decision Making - January 21 (P 3,500)</p> <p>Training the Trainers - January 21 (P 3,500)</p> <p>Effective Employee and Labor Relations Management - January 22 (P 3,500)</p> <p>Basic Contracts - January 31 (P 3,500)</p> <p>Competency-Based Development of HR Policies and Procedures - February 3 (P 3,500)</p> <p>Training Needs Analysis - February 4 (P 3,500)</p>

VENUE: Unit 201 Richbelt Tower, 17 Annapolis St., Greenhills, San Juan City, Metro Manila

TIME: 9:00 am to 4:00 pm

PAYMENT INCLUSIONS: AM and PM snacks, lunch, seminar kit, materials for hands-on, handouts, certificate

MODE OF PAYMENT:

- Deposit payment at Banco de Oro (BUSINESSCOACH, INC., Savings Account). FAX deposit slip (indicate name of participant and seminar title) to confirm reservation.
- On-site payment (CASH only)
- Company checks are accepted, provided that they are received at least five (5) banking days before the event.

CANCELLATION BY ATTENDEE: Registrant may refund amount paid, with less 30% processing charge from the LISTED AMOUNT within 30 days, or opt to use the payment for a seminar of equal value within 60 days. Cancellation must be done at least 2 days before the event. Non-appearance or failure to inform us of cancellation will result to forfeiture of full amount paid.

CANCELLATION BY BUSINESSCOACH: Registrant may refund full amount paid within 30 days, or may opt to use the payment for a seminar of equal value within sixty days of cancellation.

REFUND POLICY: Payment may be refunded upon presentation of the original copy of bank deposit slip and a valid ID. Cash refund is strictly implemented, and may be availed only at the BusinessCoach office in San Juan City, Metro Manila. BusinessCoach does not deposit refunds.

We also conduct in-house seminars, at your location or chosen venue. Here are the reasons why you should avail our service:

- You can save money on travel expense, accommodation, and other allowances
- You can avail a program that is tailored, and will address your specific needs and requirements
- You can attend the seminar at the time and venue you choose
- You can be open to discussions, without the fear of problems in confidentiality or privacy

Take your company to the next level! Trust us, as we take pride in having trained more than 75,000 professionals. Let us know how we can be your partner in your continuing success.

Training Evaluation: Measuring the Impact of Training - February 8 (P 3,500)

Six Sigma for HR Professionals - February 8 (P 3,500)

Fundamentals of Organizational Development - February 10 (P3,500)

Handling Grievance, Discipline, Termination and Dismissal - February 11 (P 3,500)

Work Attitude and Value Enhancement (WAVE) Program - February 12 (P 3,500)

Conducting Interviews, Recruitment, and Selection Process - February 15 (P 3,500)

Effective Change Management - February 18 (P 3,500)

Professional Image Enhancement Workshop - February 19 (P 3,500)

Effective Company Culture Building - February 19 (P 3,500)

Digital Recruitment Process, Tools and Best Practices - February 22 (P 3,500)

Starting a Pet Shop Business - February 24 (P 3,500)

Labor Law Compliance for Business - February 27 (P 3,500)

Competency-Based Salary Structure Design - March 2 (P 3,500)

Performance Management System - March 14 (P 3,500)

MANAGEMENT AND LEADERSHIP TRAINING

Project Management Fundamentals - January 9 (P 3,500)

Basic Supervisory Skills Training - January 11 (P 3,500)

Negotiation and Assertiveness Training - January 13 (P 3,500)

Effective Team Leaders' Guide to Teamwork and Team Building - January 13 (P 3,500)

Basic Leadership Training - January 16 (P 3,500)

People Management Skills Training - January 17 (P 3,500)

Basic Training for New Managers - January 17 (P 3,500)

Coaching Skills Training to Improve Employee Performance - January 20 (P 3,500)

Employee Engagement and Motivation - January 22 (P 3,500)

Effective Conflict Management - January 27 (P 3,500)

How to Deal with Office Politics - January 28 (P3,500)

Advanced Supervisory Skills Training - February 1 (P 3,500)

Middle Management Training and Development - February 5 (P3,500)

Effective Meeting Management - February 19 (P 3,500)

Managing the Millennials - February 24 (P 3,500)

Fundamentals of Strategic Planning - February 28 (P 3,500)

Facilities Management Training - March 4 (P 3,500)

Effective Time and Stress Management - March 23 (P 3,500)

OFFICE AND ADMINISTRATIVE SKILLS TRAINING

Microsoft Office Excel (Intermediate) - January 11 (P 3,500)

Records and Filing Management - January 30 (P 3,500)

Effective Office Administration - February 5 (P 3,500)

Training for Executive Assistants - February 17 (P 3,500)

Training for Receptionists - March 3 (P 3,500)

SALES AND MARKETING

Competitive Selling Techniques - January 14 (P 3,500)

How to Handle Customer Complaints - January 21 (P 3,500)

Customer Service Training - January 23 (P 3,500)

Training for Store Frontliners - January 24 (P 3,500)

How to Close a Sale - January 24 (P 3,500)

Effective Telemarketing and Cold Calling Techniques - February 11 (P 3,500)

How to Handle Difficult Customers - February 12 (P 3,500)

Effective Presentation Skills - March 3 (P 3,500)

Go ahead, email us. We'll be glad to assist you!

COMMUNICATION AND PUBLIC RELATIONS

Effective Communication Skills Training - January 9 (P 3,500)

Technical Writing for Beginners - January 31 (P 3,500)

Effective Business Writing - February 1 (P 3,500)

Telephone Skills Training - February 4 (P 3,500)

LOGISTICS

Supply Chain Management - January 11 (P 3,500)

Effective Warehouse and Inventory Management - January 14 (P 3,500)

Freight Forwarding and Multimodal Transport - January 18 (P3,500)

Purchasing Management - February 6 (P 3,500)

Import Procedures and Documentations - February 8 (P 3,500)

ACCOUNTING AND TAXATION

Business Taxation Made Easy - January 9-10 (P 7,000)

Value Added Tax and Other Percentage Tax - January 10 (P 3,500)

Internal Control and Auditing - January 15 (P 3,500)

Employee's Withholding and Fringe Benefits Tax - January 17 (P 3,500)

Bookkeeping and Basic Accounting - January 23-24 (P 7,000)

Expended Withholding Tax and Final Withholding Tax - January 24 (P 3,500)

Financial Statement Analysis - January 28 (P 3,500)

Budgeting and Personal Finance - January 29 (P3,500)

All About TRAIN Law and Latest BIR Implementing Regulations - January 31 (P 3,500)

Latest Issuances for Effective Tax Compliance and Interpretation of Tax Laws: New Administrative Issuances and Latest Court Decisions - February 3 (P 3,500)

Cash Flow Management and Forecasting - February 5 (P 3,500)

Managing BIR Tax Assessments - February 14 (P 3,500)

Income Tax and Preparation of Income Tax Return (ITR) - February 21 (P 3,500)

Estate Planning Seminar - March 27 (P 3,500)

BUSINESS PROCESS

How to Plan and Start a Business - January 10 (P 3,500)

Food Safety: A Basic Training on HACCP - January 11 (P 3,500)

Six Sigma For Quality Improvement - January 14 (P 3,500)

Credit and Collection Management Seminar - January 22 (P 3,500)

Collection Management and Strategies - February 4 (P 3,500)

Kaizen Training for Continuous Improvement - February 13 (P3,500)

Current Good Manufacturing Practices (cGMP) - February 22 (P3,500)

FOOD BUSINESS

How to Plan and Operate a Restaurant - January 11 (P 3,500)

Modern Restaurant Management and Operations - January 13 (P 3,500)

Cost Control of Food and Labor in Restaurants and Other Food Business - January 27 (P 3,500)

Starting a Catering Business - February 1 (P 3,500)

Starting a Food Cart Business - February 5 (P 3,500)

How to be a Canteen Concessionaire - February 15 (P 3,500)

EVENTS AND PARTY NEEDS BUSINESS

Events Management Training - January 10 (P 3,500)

Wedding and Debut Planning and Coordination - January 15 (P 3,500)

Balloons and Party Needs Business - January 22 (P 3,500)

Events Hosting Techniques Workshop - January 29 (P 3,500)

Starting a Flower Shop Business - March 3 (P 3,500)

HEALTH AND WELLNESS

Starting a Spa - January 14 (P 3,500)

Starting a Drugstore Business - January 18 (P 3,500)

MONEY BUSINESS

Starting a Pawnshop Business - January 27 (P 3,500)

How to Start a Micro-Lending Business - January 28 (P 3,500)

How to Start a Money Changer Business - February 19 (P 3,500)

REAL ESTATE BUSINESS

How to Buy and Sell Real Estate Properties - January 9 (P 3,500)

Building and Property Management - January 14 (P 3,500)

Starting a Property Rental Business - January 16 (P 3,500)

Real Estate Marketing Seminar - January 23 (P 3,500)

Real Estate Property Appraisal - February 20 (P 3,500)

Condominium Management Principles and Practices - February 27 (P 3,500)

OTHER HIGH POTENTIAL BUSINESSES

Starting a Junk Shop and Scrap Trading Business - January 9 (P 3,500)

Starting a Hardware and Construction Supplies Business - January 15 (P 3,500)

Starting a Corporate Giveaways or Souvenir Items Business - January 16 (P 3,500)

How to Start a Trucking Business - January 18 (P 3,500)

Hotel and Resort Operations and Management - January 21 (P 3,500)

How to Set Up a Local Manpower Business - January 21 (P 3,500)

Starting a Water Refilling Station - January 23 (P 3,500)

How to Start and Operate a Laundry Business - January 24 (P 3,500)

How to Start and Manage a Preschool or Day Care Center - January 28 (P 3,500)

Soap Making, Shampoo, Lotion, and Perfume Making Business - January 29 (P 3,500)

How to Start and Manage an International Recruitment Agency - January 29 (P 3,500)

How to Start and Operate a Printing Press - January 30 (P 3,500)

Starting a Travel and Tour Business - February 3 (P 3,500)

How to Operate a Janitorial Business - February 4 (P 3,500)

Starting a Silkscreen Printing Business - February 5 (P 3,500)

Domestic Tour Packages and Ticketing - February 14 (P 3,500)

How to Start and Operate a Beauty Salon - February 20 (P 3,500)

Starting a Pet Shop Business - February 24 (P 3,500)

How to Start and Manage a Security Agency - February 26 (P 3,500)

Starting a Commercial Cleaning Business - March 3 (P 3,500)

Gift Wrapping, Gift Basket, and Ribbon Making - March 25 (P 3,500)

Should you have further questions or concerns, please call us at (02) 8727.88.60 / (02) 8727.56.28 / (02) 8701.70.01 / (02) 8701.70.02 (Look for Ms. Keah or Ms. Kath), or kindly email us back. We will be very glad to accommodate you.

Thank you and have a nice day.

Sincerely,

BusinessCoach, Inc.

Unit 201 Richbell Tower, 17 Annapolis St.

Greenhills, San Juan City

Tel. +632 87275628 / +632 87278860 / +632 87017001 / +632 87017002

Fax: +632 87278860

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Globe: +63 9266220768 / Globe: +63 9159009294

Website: <http://businesscoachphil.com>

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