



CONFEDERATION OF SOUTHERN TAGALOG RURAL BANKERS

2/F RBAP Bldg., A. Soriano Jr. Ave., corner Arzobispo St., Intramuros, Manila

Tels.: 527-2972; 527-2968 * Fax: 527-2980; 527-2969

February 5, 2015

Dear Fellow Rural Banker:

Mabuhay!

We are pleased to announce that this year's Annual Management Conference of the **Confederation of Southern Tagalog Rural Bankers** will be held in Hongkong on February 28 to March 2, 2015.

The conference theme: **“Balikatan ng OFW at Rural Banks sa Hongkong 2015”**, will highlight the partnership of the Overseas Filipino Workers (OFWs) and the rural banking industry by affirming the commitment to promote countryside development.

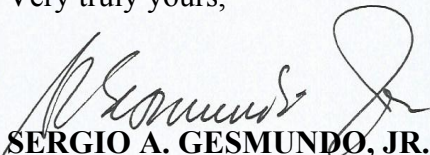
The following are forwarded for your reference:

- 1) Circular letter to all Rural Banks covering authorized expenses (Annex A)
- 2) Registration Form (Annex B)
- 3) Booking details c/o Airlite International Travel & Tours, Inc. (Annex C)
- 4) Terms and Conditions c/o Airlite Travel & Tours, Inc. (Annex D)
- 5) Final Itinerary and Optional Tours (Annex E)

Hurry! Register now and be part of this year's event. The CSTRB targets a minimum of forty (40) persons for this out-of-the country conference. Your confirmation and reservation is due on or before February 13, 2015.

Thank you very much and see you there!

Very truly yours,



SERGIO A. GESMUNDO, JR.

President

ANNEX A

CIRCULAR LETTER TO ALL RURAL BANKS

Subject: 2015 Annual Management Conference

This year's Annual Management Conference of the Confederation of Southern Tagalog Rural Bankers will be held in Hongkong on February 28 to March 2, 2015. The conference theme is "**Balikatan ng OFW at Rural Banks sa Hongkong 2015**".

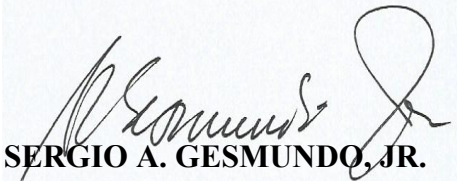
In this connection, please find here under, the guidelines covering all allowable expenses to be incurred by each participant, as follows:

1. Registration fee for each participant will be Three Thousand pesos (P3,000.00).

*Registration fee should be deposited to LBP –Intramuros Branch with **Account Name: Confederation of Southern Tagalog Rural Bankers** with **Account Number 0012-1150-32**. Please fax the deposit slip indicating the details of payment to Rural Bankers Association of the Philippines : Telefax:(02) 527-2980; 527-2969 and look for Ms. Shalie Y. Recaido (recaidoshalie@yahoo.com).*

2. Each delegate is entitled to:
 - a. Conference tour package fee of Twenty One Thousand pesos (P 21,000.00);
 - b. Philippine travel tax of One Thousand Six Hundred Twenty pesos (P1,620.00);
 - c. Maximum allowance of Six Thousand pesos (P6,000.00) per day for a period not exceeding five (5) days; and
 - d. Maximum representation allowance of Six Thousand pesos (P6,000.00)

Interested rural banks may send their participants to the said Conference and it is understood that the above mentioned expenses shall be borne by the rural banks concerned.



SERGIO A. GESMUNDO, JR.
President

Registration form

CONFEDERATION OF SOUTHERN TAGALOG RURAL BANKERS

2015 Annual Management Conference

February 28 – March 2, 2015

RURAL BANK: _____ **PROVINCE:** _____

CONTACT #: _____

NAME:

PASSPORT #

1. _____

2. _____

Registration Fee:

First and Succeeding Delegates P 3,000.00

TOTAL P
=====

OR.NO. _____

ID No. _____

Signature

ANNEX C

Booking details

For further questions or clarifications with regards to the Conference tour please contact any of the following names listed below:

RURAL BANK CONCERNS

Mr. Sergio A. Gesmundo, Jr. - 0920-9473752
Mr. Bom Villatuya - 0922-8435788
Ms. Shalie Y. Recaido - 0919-5028435

RESERVATION AND BOOKING:

Airlite International Travel & Tours, Inc.
Ground Floor Harbor Dr. Lobby OneEcom Center,
Mall of Asia Complex, Pasay City
Tel. No. (+632) 822-3281/846-0262

Contact Person: **Ms. Landy Melo and Jury Suradpon**
Direct line: 0915-5662875
Email: info@airlitetours.com

*(Please indicate **Confederation of Southern Tagalog Rural Bankers** in the subject line)*

CONFERENCE PACKAGE TOUR:

1) via CEBU PACIFIC w/ 15 kg baggage
February 28 to March 2, 2015-02-05
FEB 28 MNL HKG ETD: 7:55AM ETA: 9:55AM
MAR 2 HKG MNL ETD: 7:30 PM ETA: 9:30PM

2) 3days 2nights at Kimberly Hotel

INCLUSIONS:

- 2 nights hotel accommodation (Twin Sharing)
- Roundtrip private airport transfer (Private for Feb 28 arrival & March 2 departure, for extension nights non-private transfer)
- Daily HOTEL breakfast
- Complimentary City tour then transfer to Wanchai area
- Complimentary pick up transfer from Wanchai area to Kimberly hotel until 5PM only)
- Assistance of tour guide while on tour

Meanwhile, for payment, of Conference tour package and travel tax is as follows:

Bank de Oro (BDO)

Account Name: Airlite Int'l Travel & Tours, Inc.
Account Number: 2370284923 (PESO ACCOUNT)

ANNEX D

Terms & Conditions

CANCELLATION:

PHILIPPINE TRAVEL

Once tours and payments have been finalized, there will be a non-refundable fee to AIRLITE of 10% of the land arrangement price. Other refunds will be based on hotels/transportation/tours' cancellation policy.

Cancellation of airline ticket will be based on its cancellation policy based on fare rules. PROMO fares are NON-REFUNDABLE.

100% Non-refundable fee if cancellation has been made 15days prior to departure date.

INTERNATIONAL TRAVEL

Due to hotel policy, whole period is guaranteed. Full charges apply for any cancellation, amendment, no show or early check-out. International Packages are **non-refundable**.

REFUNDS

Please note that any request for refunds is subject to these Terms & Conditions; no refund will be made for unused services Customers not using the included transfer will not be given a cash equivalent or vacation price reduction.

RESPONSIBILITY:

Airlite Int'l Travel & Tours(Airlite Travel) acts only as an agent for vendors and service providers (Provider) and as such, it is not liable for any loss, injury, death, accident or damage sustained in the course of availing the indicated services. In the event of any delay or suspension, it is the responsibility of the Provider to take the necessary remedial action to address the same and its consequences. In any case, Airlite Travel will extend necessary assistance to address concerns of guests and to safeguard their welfare, but the Provider will be responsible for the final decision on such requests. Additional expenses incurred due to delay, suspension, accidents and local conditions must be borne by the guest.

Please be advised that it is the guest's responsibility to arrange proper exit/reentry documents, validity of passport(valid 7months from date of departure, DSWD clearance(traveling with minors) and visa for the country(ies) to visit. Please prepare cash for refundable deposit to hotel upon check-in.

PAYMENT PROCEDURE:

Payment can be settled directly at Airlite Travel's office or thru AIRLITE Travel's bank account.

SAFETY:

Please be aware that during your participation in vacations operated by AIRLITE and its Provider, certain risks and dangers may arise beyond our control, including but not limited to: the hazards of traveling in undeveloped areas; travel by boat, train, automobile, aircraft, or other means of transportation; forces of nature; political unrest; acts of lawlessness or terrorism; and accident or illness in remote regions without means of rapid evacuation or medical facilities. AIRLITE will not have liability regarding provision of medical care or the adequacy of any care that may be rendered. While AIRLITE will use its best efforts to ensure that adequate measures are taken, by agreeing to participate in a vacation and/or optional excursions you agree that you will hold AIRLITE harmless regarding any provision of medical care or the adequacy of any care rendered.

I HAVE READ AND AGREE WITH THE TERMS AND CONDITIONS PERTAINING TO MY BOOKING.

SIGNATURE OVER PRINTED NAME

DATE

ANNEX E

Final Itinerary

<u>February 28, 2015, Saturday</u> ARRIVAL IN HONGKONG, MEET & GREET, TRANSFER TO HOTEL
<u>March 1, 2015, Sunday</u> AFTER HOTEL BREAKFAST, PROCEED TO HALF DAY CITY TOUR THEN TRANSFER TO WAICHAH AREA. <i>Note: If avail the city tour, mandatory tipping of HK\$50pax will be collected.</i> LUNCH WITH OFW LEADERS COMPLIMENTARY PICK UP BACK TO HOTEL. (Until 5:00PM only)
<u>March 2, 2-15, Monday</u> AFTER HOTEL BREAKFAST, FREE TIME UNTIL TRANSFER TO AIRPORT.

Optional Tours

Travel Date: February 28-March 2, 2015

Optional Tours:

Ocean Park Tour	\$55/ person
Whole Day Disney Land	\$78/ person
Whole Day Macau with Lunch	\$96/ person
Pearl of the Orient (2 way peak tram)	\$65/ person

Note: Rates are subject to change without prior notice