



RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

2/F RBAP Building, Andres Soriano Jr. Avenue corner
Arzobispo St., Intramuros, Manila
Telephone Nos. 527-2972 ● 527-2968 ●
Telefax Nos. 527-2980 ● 527-2969
training@rbap.org - www.rbap.org

Basic Course on Telling

Date: July 16, 2015 (Thursday)

Venue: RBAP, Intramuros, Manila

Time: 8:30am to 5:30pm

Resource Person:

Ms. Victoria Palanca

Branch Bank Head, Trainer & Consultant

Seminar Fee:

1. **Early bird** – P2,500 (on or before June 26, 2015)

2. **Regular Rate** – P2,800 (After June 26, 2015)

3. **Non-Member/Delinquent** – P3,360

Mode of Payment

- ✓ A Non-Refundable commitment fee of P1400.00 per participant.
- ✓ Bank account (**LBP – Intramuros Branch Savings Account Number 0012-1046-26**).
- ✓ Proof of payment fax to (02) 527-2980.
- ✓ **Check payments, should be payable to (RBRDFI).**

Training Policies:

1. Reserve first with RBAP-RBRDFI your training slot, and wait for RBAP-RBRDFI confirmation of your reservation. Thereafter, you may deposit the Registration Fees, book ticket (airline) and secure accommodations.

RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s).

Likewise, once training is FULL, RBAP-RBRDFI has the right to refuse participation or reimbursement on any

damage brought by unconfirmed reservations.

Deadline for submission of registration is not later than **July 10, 2015**.

2. Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior the seminar date or **July 03, 2015**. Otherwise, reservation is considered cancelled.

3. Cancellation Policy: - This will apply to non-subsidized training fee.

a) 10 days prior the seminar date is entitled for a full refund. *Regular Rate only

b) 3 days prior to the seminar date is entitled for a half refund * Regular Rate only

c) Participants who have paid but failed to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee. (Regular Rate only)

d) For special cases (health, accident etc.), kindly coordinate with RBRDFI staff for refund procedures and requirements.

Seminar Methodologies

Lecturettes, Workshops, Discussions / Best Practices

Expected Participants

Tellers, Account Specialists, Cashiers

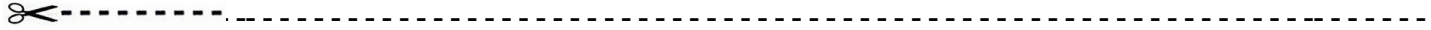
Objectives

At the end of the one-day session, participants should be able to:

- I. Classify his/her role and identify the main job of his/her position in conformity with bank rules and regulation.
- II. Process transactions proficiently according to par policies and procedures.

- III. Adhere to established internal control measures in accepting, sorting, and handling checks and cash
- IV. **Course Outline**
- I. The Teller
- II. General Operations of Telling

- III. Documents on new accounts
- IV. Tellers' receiving functions
- V. Negotiable Instruments Law
- VI. Tellers' paying functions
- VII. Customer satisfaction
- VIII. Curtailing frauds and mistakes



CONFIRMATION SHEET

BASIC COURSE ON TELLERING

July 16, 2015 (Thursday), Gov. Licaros Hall, RBAP Bldg.,
A. Soriano Ave. cor. Arzobispo St., Intramuros, Manila



Contact RBRDFI Training Officers
Mr. Ace M. Calang /Ms. Grace Dimapilis /Ms. Jesica Cepeda
Tels: (02) 527-2969, 527-2980; 09178374604; 09178374603; 09178374599
Emails: training@rbap.org, jesc Cepeda.rbap@gmail.com

Name	Designation	Nick-name	Degree and Year Graduated
1.			
2.			
3.			

_____ Date: _____
(Printed Name and Signature)

Designation: _____ Rural Bank : _____
Telephone: _____ Province : _____
Mobilephone: _____ Email : _____
Address: _____