RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

Basic Course on Tellering

Date: May 17, 2016 (Tuesday)
Venue: RBAP, Intramuros, Manila
Time: 8:30am to 5:30pm
Resource Person:
     Ms. Victoria Palanca
Branch Bank Head, Trainer & Consultant

Seminar Fee:
MEMBER ONLY
1. Early bird – P2,500 (on or before Apr 22, 2016)
2. Regular Rate – P2,800 (After Apr. 22, 2016)
 Non-Member/Delinquent – P3,360

Mode of Payment

- ✓ A Non-Refundable commitment fee of ₱1400.00 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 that **May 13, 2016.**

2. Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior the seminar date or **May 02, 2016.** 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

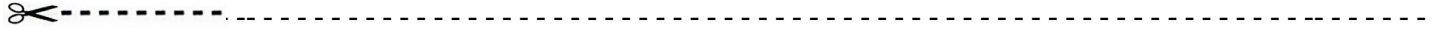**Expected Participants**

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 Tellering

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

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CONFIRMATION SHEET

BASIC COURSE ON TELLERING

May 17, 2016 (Tuesday), 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, jescepeda.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: _____

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