



RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

SCHEDULE

Date: Jun 30, 2017 (Fri)
Venue: RBAP, Intramuros, Manila
Time: 8:30am to 5:00pm

Resource Person:

Ms. Victoria Palanca
Branch Bank Head, Trainer & Consultant

SEMINAR FEE

1. For Member - P2,600
2. Non-Member/Delinquent - P2,800

MODE OF PAYMENT

Check payable to:

Rural Bankers Research & Development Foundation Inc.

To reserve slot, a Non-Refundable commitment fee of P1,300.00 /pax is required, but its deducted from the total registration fee.

Bank: LBP - Intramuros, Branch
Account Name: RBRDFI
SA No. 0012-1046-26.
Telefax (02) 527-2969 /527-2980

DEADLINE TO SUBMIT

REGISTRATION:
June 23, 2017.

BASIC COURSE ON TELLERING

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

Seminar Methodologies

Lecture, Discussions and Workshops

Expected Participants

Bank Teller, Cashier, Account Officers, Loan Officers

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