

ZAMBOANGA DEL NORTE FEDERATION OF RURAL BANKS

c/o Banco Dipolog, Inc. & Rural Bank of Rizal (ZN), Inc.
Rizal Avenue, Dipolog City
Telefax Nos. (065) 212 - 2098



October 11, 2017

FOR : ALL PARTICIPATING RURAL BANKS
SUBJECT : SEMINAR ON RISK-BASED AUDIT METHODOLOGY

Dear Fellow Rural Bankers:

We are pleased to announce the holding of Risk-Based Audit Methodology Seminar on November 24 to 25, 2017 sponsored by our Federation and to be held at Top Plaza Hotel, Dipolog City. Please refer to the following seminar details:

<u>TOPIC</u>	<u>SPEAKER</u>	<u>REGISTRATION FEE</u>	<u>VENUE</u>
I. Seminar on Operational Risk Management November 24 to 25, 2017 (Friday & Saturday)	Mr. Gil Sorita Land Bank of the Philippines	Php 4,500.00 per Participant Php 4,200.00 for <i>Early Bird Registrants (those who pay the full amount on or before October 31, 2017)</i> Php 4,500.00 for Walk-in Participants	Day 1 & 2: Top Plaza Hotel, Dipolog City

Seats are available for interested participants.

Mode of Payment:

- A non - refundable commitment fee of P2,500.00 per participant.
- Bank account (BPI Account Name: Albert T. Concha Jr. Account Number: 1825-0097-67;
- Proof of payment fax to (065) 212 - 2098;
- Check payments should be payable to the Zamboanga del Norte Federation of Rural Banks (ZNFRB) Secretariat/Treasurer.

For your reservations, kindly observe our training policies:

- Deadline for submission of confirmation is not later than June 5, 2017;
- A non-refundable commitment fee equivalent to fifty percent of the registration fee per participant. Payments can be remitted to the Zamboanga del Norte Cooperative Bank thru Ms. Lailah Matugas.

3. Reservation via telephone conversation is accepted. However, Registration Form and commitment fee must be settled 10 days prior to seminar date. Otherwise, reservation is considered cancelled.
4. Cancellation Policy:
 - a. 10 days prior to the seminar date is entitled for a full refund
 - b. 3 days prior to the seminar date is entitled for a half refund (applies only to full payments)
 - c. Participants who have paid but fail to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee.

This is a live-out seminar.

Thank you very much.

(Sgd.) ATTY. ALBERT T. CONCHA, JR.
ZNFRB President



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CONFIRMATION SHEET

Seminar on Risk-Based Audit Methodology

November 24 to 25, 2017 (Friday -Saturday)

Gregory's Place, By-pass Road Dicayas, Dipolog City

For your reservation, please coordinate with the following ZNFRB Training Officers

Ms. Marilou D. Ferolino - 09462792538 / **Mr. Paul N. Odantabao** -
09462891111

Fax No.: (065) 212-2098

Emails: marilouferolino@bancodipolog.com & poloydos@yahoo.com

We are sending the following participants:

Name	Nick-name	Designation	Degree and Year Graduated
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Very truly yours,

(Printed Name and Signature)

Position: _____

Date: _____

Telephone No.: _____

Email Address: _____

Bank Name: _____

Mobile No.: _____