**Course Outline**

1. The Teller
2. General Operations of Tellering
3. Documents on new accounts
4. Tellers’ receiving functions
5. Negotiable Instruments Law
6. Tellers’ paying functions
7. Customer satisfaction
8. Curtailing frauds and mistakes

**BASIC COURSE ON TELLERING**

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

1. Classify his/her role and identify the main job of his/her position in conformity with bank rules and regulation.
2. Process transactions proficiently according to par policies and procedures.
3. 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

**SCHEDULE**

**Date:** March 02, 2018 (Fri)

**Venue:** Licaros Hall, 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 /pax

**2. Non-Member/Delinquent –** P2,800 /pax

**MODE OF PAYMENT**

Check payable to:

**Rural Bankers Research & Development Foundation Inc.**

To reserve slot, a Non-Refundable commitment fee of ~~P~~1,300.00 /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:**

**February 23, 2018.**