CONFIRMATION FORM

Course Title: **STRATEGIC HUMAN RESOURCE MANAGEMENT TRAINING**

Venue: Gov. Licaros Hall, 2/F RBAP Bldg., A. Soriano Ave., cor. Arzobispo St., Intramuros, Manila

Schedule: February 09-10, 2018 (Friday-Saturday)

*Contact RBRDFI Training Officers*

*Mr. Ace M. Calang /Ms. Grace Dimapilis / Ms. Jesica Cepeda*

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**Name of Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone no/s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile no/s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facsimile no/s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We are sending the following participant:**

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

**Total Amount Due:**

Php \_\_\_\_\_\_\_\_\_\_\_

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Printed Name and Signature Date

**TRAINING POLICIES**

Reserve and confirm the slot first, before depositing the Seminar Fees, and securing accommodations. RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s). Once the reservation is FULL, RBAP-RBRDFI has the right to refuse of participation or reimbursement on any damage (s) brought by unconfirmed reservations.

Deadline to submit Confirmation Sheet is not later than February 01, 2018

i. 10 days prior the seminar date is a FULL REFUND of the registration fee, less admin service fee (P500)

ii. 3 days prior to the seminar date is a 75% Refund, less admin service fee

iii. Cancellation during seminar with notification to the secretariat is entitled to a 50% Refund, less the admin service fee.

iv. Participant who failed to attend without notifying the secretariat is considered no-show and not entitled for refund.

*Effective January 02, 2017, an Administrative Fee of Ph500.00 shall be deducted to all cancellations and refund requests. The Ph500.00 charge is to cover the cost on preparation and other administrative expense.*