



## RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

2/F RBAP Building, Andres Soriano Jr. Avenue corner  
Arzobispo St., Intramuros, Manila  
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### Accounting for Non-Accountants Seminar

**Date:** August 22-23, 2013 (Thursday-Friday)

**Venue:** RBAP, Intramuros, Manila

**Time:** 8:30am to 5:30pm

**Resource Person: PROF. DANIEL VINCENT BORJA**

*Associate Professor, University of the Philippines  
– College of Business*

#### Seminar Fee:

**1. Early bird – P4,000.00** (on or before Aug 02, 2013)

**2. Regular Rate – P4,500** (After Aug 02, 2013)

**3. Non-Member/Delinquent – P5,400**

#### Mode of Payment

- ✓ A Non-Refundable commitment fee of P2,250.00 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 than **August 19, 2013**.

2. Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior the seminar date or **August 12, 2013**. 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

Lecture and Discussions

#### Expected Participants

Chairman, President, VP for Operations, Directors, Compliance Officer, Internal Audit, Risk Management Officer and Branch Head & Manager

**Course Outline**

- I. Framework for Accounting
  - a. Objectives of Financial Statements
  - b. Users of Accounting Information
  - c. Characteristics of Accounting Information
  - d. Traditional Assumptions
  
- II. Basic Financial Statements
  - a. Understanding the balance sheet
  - b. Understanding the Income Statement

- c. Understanding the Statement of Cash Flow
- d. Elements of Financial Statements

- III. Financial Statement Analysis
  - a. Common Size Financial Statements
  - b. ROE – Dupont Framework
  - c. Benchmarking
  - d. Trend Analysis
  
- IV. Ratio Analysis
  - a. CAMELS Rating
  - b. Analysis of the Quality of Earnings



**CONFIRMATION SHEET**  
**Accounting for Non-Accountants Seminar**

*August 22-23, 2013 (Thursday-Friday)*

*Gov. Licaros Hall, 2F RBAP Bldg. A. Soriano cor Arsobispo St. Intramuros, Manila*

*For your reservation, please coordinate to RBRDFI Training Officers Mr. Ace M. Calang /Ms. Grace Dimapilis / Ms. Jesica Cepeda Contact details: (02) 527-2969, 527-2980; 09178374604; 09178374603; 09178374599  
 Emails: [training@rbap.org](mailto:training@rbap.org), [grace@rbap.org](mailto:grace@rbap.org) [cepedajesica\\_rbap@yahoo.com](mailto:cepedajesica_rbap@yahoo.com)*

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

\_\_\_\_\_ Date: \_\_\_\_\_  
 (Printed Name and Signature)

Designation: \_\_\_\_\_ Rural Bank : \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Province : \_\_\_\_\_  
 Mobilephone: \_\_\_\_\_ Address : \_\_\_\_\_  
 Email address: \_\_\_\_\_