



CHAMBER OF ILOILO RURAL BANKS, INC.  
c/o Rural Bank of Dumangas. Inc  
(033) 508- 5183 ;  
43 Luna St., La Paz, Iloilo City  
(033) 320 - 8053 F

Tel. No.

**August 23, 2016**

**FOR: ALL PARTICIPATING RURAL BANKS**

**FROM: *Ma. Daisy G. Nafarrete*  
MA. DAISY G. NAFARRETE, President**

**SUBJECT: CIRCULAR LETTER: CREDIT INVESTIGATION AND BASIC PROPERTY APPRAISAL TRAINING**

Dear Fellow Rural Bankers:

The Chamber of Iloilo Rural Banks, Inc. (CIRBI) in coordination with the Rural Bankers Research and Development Foundation Inc. (RBRDFI) is pleased to offer a seminar described below:

<b>COURSE TITLE</b>	<b>DATE and VENUE</b>	<b>SPEAKER</b>	<b>EXPECTED PARTICIPANTS</b>
<b>CREDIT INVESTIGATION AND BASIC PROPERTY APPRAISAL TRAINING</b>	September 23-24, 2016 (Friday and Saturday)  2 days (8:00AM- 5:00PM)  <b>Amigo Terrace Hotel</b> Corner Iznart and Delgado St., Iloilo City	<b>ENGR. FERDINAND BOCOBO</b>  Senior Property Manager, Trainer/ Consultant	Account Officers, Managers, Appraisers, CIs, Credit & Loan Officers

**SEMINAR METHODOLOGIES**

### **Credit Investigation**

- I. Definition of Terms
- II. Four (4) Basic Components of Credit Investigation
- III. C's of Credit: Determinants of Credit Worthiness
  - a. Character
  - b. Capacity
  - c. Capital
  - d. Condition
  - e. Collateral
- IV. Credit Investigation Process
  - a. Scope of Credit Investigation
  - b. Sources of Information
  - c. Uses of Credit Investigation Report
  - d. Contents of Credit Investigation
  - e. Preparation of the Report
- V. Job and Responsibility of a Credit Investigator
- VI. Useful Reminders to Credit Investigations
- VII. Skip Tracing

### **Basic Property Appraisal**

- I. Nature of Property Appraisal, Real Property and Value
  - a. Definition
  - b. Purposes of Appraisal
  - c. Values that may be determined by appraisal
- II. Nature of Property
  - a. Definition of Property

- b. Definition of Real Property
- c. Definition of Real Estate
- d. Restrictions or Limitation on Property Rights
- e. Definition of Value, Price and Cost
- f. Definition of Real Estate, Real Property and Personal Property
- III. Value Characteristics
- IV. Economic Principles of Property Value
- V. The Appraisal Process
  - a. Identification of the Appraisal Problem
  - b. Assumption and Limiting Conditions
  - c. Collection and Analysis of Market Data
  - d. Test of Highest and Best Use
  - e. Three Approaches to value
- VI. Basic Appraisal Requirements
  - a. Real Estate
  - b. Chattel
- VII. Fundamental Surveying
  - a. Map Reading
  - b. Code of Ethics
  - c. Unprofessional Conducts
- VIII. Appraisal Report Writing
  - a. Cardinal Rules in Report Writing
  - b. Kinds and Types of Appraisal Reports
  - c. Five (5) Parts of an Appraisal Report
    - i. Sample of Spot Valuation
    - ii. Sample of Form Report
    - iii. Sample of Narrative Report
- IX. Market Data Approach or Direct Sales Comparison Approach

- X. Cost Approach
- XI. Three (3) Methods of Estimating Building Cost
- XII. Depreciation
  - a. Theory of Depreciation
  - b. Causes of Depreciation
  - c. Methods of Estimating Depreciation
- XIII. Income Approach
  - a. Real Estate Market Characteristics
  - b. Concept
  - c. Steps to Investment Analysis under the Income Approach
  - d. Direct Capitalization using an Overall Rate
  - e. Residual Techniques using Direct Capitalization
  - f. Land Residual Technique
  - g. Building Residual Technique
  - h. Property Residual Technique

\* Acceptance of reservation is on first come first-served basis; only fifty (50) participants will be accommodated.

**REGISTRATION FEE:**

- a) EARLY BIRD - P5,500.00 (Five Thousand Five Hundred Only - on or before September 09, 2016)**
- b) REGULAR RATE - P6,000.00 (Six Thousand Pesos Only - After September 09, 2016)**
- c)** This is a live-out seminar. Seminar fee includes snacks, lunch, training kit and certificate of attendance.

For your reservations, kindly observe our training policies:

- 1.** Deadline for submission of registration fee and confirmation sheet is on or before **September 09, 2016.**
  - a)** Filled-up Confirmation Sheet duly endorsed by the bank's authority

**2.** Payments can be remitted to the **Chamber of Iloilo Rural Banks, Inc.** bank account ***(Bank of the Philippine Islands - Solis Branch C/A Number 9243-0900-72)***. Proof of payment (i.e., deposit slip) should be sent immediately for verification at (033) 320-8053, or emailed at ifrb\_kings\_queens@yahoo.com. **Check payments, should be payable to Chamber of Iloilo Rural Banks, Inc. (CIRBI).**

For additional inquiries please contact:

Ms. Emily Lampino

Contact Numbers: (033) 320-8053, 09186222502, 09989801239

Email Add: [ifrb\\_kings\\_queens@yahoo.com](mailto:ifrb_kings_queens@yahoo.com)

Thank you.

# CHAMBER OF ILOILO RURAL BANKS, INC.

## CONFIRMATION SHEET

### CREDIT INVESTIGATION & BASIC PROPERTY APPRAISAL TRAINING

September 23 - 24, 2016 (Friday and Saturday)

#### **Amigo Terrace Hotel**

Corner Iznart and Delgado St., Iloilo City

*For your reservation, please coordinate to CIRBI Secretary:*

*Ms. Emily Lampino*

*Contact details: (033) 508-5183; 09186222502; 09989801239*

*Email: [ifrb\\_kings\\_queens@yahoo.com](mailto:ifrb_kings_queens@yahoo.com)*

**We are sending the following participants:**

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

Very truly yours,

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

Position: \_\_\_\_\_

Rural Bank: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email address: \_\_\_\_\_