



Program Title: On-Site Learning Program (OSLP)

Purpose: In the spirit of “One Team. One Vision,” all member banks are encouraged to collectively elevate its operation by facilitating learning within the industry and promoting sharing of best or sound practices among members through OSLP.

- I. Name of OSLB with Address and Contact Details
 - a. Name: BOF, Inc. (A Rural Bank)
 - b. Address: BOF Corporate Center, Jose Abad Santos Avenue, San Jose, City of San Fernando, Pampanga
 - c. Contact Person: Marian A. Montano
 - d. Contact Number: 0918 922 8289
- II. Main Subject Matter
 - a. Corporate Governance
 - b. Succession Planning
 - c. SME Lending
- III. Duration of the Program
 - a. Eight (8) hours
- IV. Attendees
 - a. Top Management
 - b. Loan Officers
 - c. Guests up to thirty (30) pax
- V. Rules
 - a. Observe schedule
 - b. At least thirty (30) days advance notice

VI. Syllabus specifying the Topics, Modules, and Duration

Time	Duration	Activity
8:00 am – 8:30 am	30 mins.	Registration
8:30 am – 9:45 am	1 hr. 15 mins.	Introduction and Company Background
9:45 am – 10:00 am	15 mins.	Morning Break
10:00 am – 12:00 nn	2 hrs.	Corporate Governance and Succession Planning
12:00 nn – 1:00 pm	1 hr.	Lunch
1:00 pm – 3:00 pm	2 hrs.	SME Lending
3:00 pm – 3:15 pm	15 mins.	Afternoon Break
3:15 pm – 5:00 pm	1 hr. 45 mins.	Credit Management

- VII. Costs
 - a. Hotel Accommodation – PhP 3,000 to PhP 5,000 per room
 - b. Meals (AM Snack, Lunch, and PM Snack) – PhP 500 per pax
 - c. Honorarium / Venue – PhP 5,000 for eight (8) hours
 - d. Materials at Cost – PhP 300 per pax
- VIII. Limitations
 - a. Available for Rural Banks with no branch in Central Luzon
 - b. Only two (2) groups per year between June to October, starting in 2024