

## ON-SITE LEARNING BANK

### i. Rural Bank of San Mateo (Isabela), Inc.

Address: Barangay 3 National Highway San Mateo Isabela

Contact person : Katrina P. Pilapil

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### ii. SUBJECT MATTER

- What is Re-engineering process and how to go about it
- How to make and improve your Operations Manual, Credit Manual System, Policies and Procedures

### iii. DURATION

1-2 Days

### iv. Attendees:

- Senior Management
- Department Heads
- Compliance

### v. Rules

- Observe schedule and Finish the course
- Must cooperate in all activities

#### Day 1 : AM

- What is Re – engineering
- How to go about it

#### PM

- Review of existing OMS/CMS
- How to Improve it

#### Day 2 How to make and Improve Policies and Procedures

#### Costs :

Am snack - P75

Lunch - P150 – 200

PM snack - P 75

Honorarium : 1000 per day

Materials : P100 -200 if needed only

### vi. Limitation 2x a year only