



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
Manila 1099

January 10, 2017

**CUSTOMS TRAINING CIRCULAR**  
**NO. CTC-001-2017**

**TO : All Customs Officials and Employees**

**SUBJECT : Association of Government Internal Auditor, Inc. (AGIA)  
Schedule of Trainings and Seminars for the 1<sup>st</sup> Quarter of CY 2017**

- 1.0 The Association of Government Internal Auditors Inc. (AGIA) recently released the trainings and seminar schedule for the year 2017. These trainings and seminar ensure that internal audit practices, methods and procedures in the agency are updated and improved through continuing education, in conformity with the standards of internal audit profession and in line with the commitment to assist government employees to become more responsive and effective public servants.
- 2.0 Association of Government Internal Auditors, Inc. has scheduled the following trainings and seminar for the **1<sup>st</sup> Quarter of CY 2017 at Hotel Kimberly, #770 Pedro Gil St., Malate, Manila (in front of UP Manila):**

<b>INCLUSIVE DATES</b>	<b>No. of Days</b>	<b>COURSE TITLE</b>	<b>No. of hours</b>	<b>SEMINAR FEE</b>
January 25-27	3	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES (Laws, Rules and Regulations on Government Expenditures)	24	P6, 000
February 1-3	3	CASH MANAGEMENT AND ITS INTERNAL CONTROL SYSTEM	24	P6, 000
February 8-10	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	P6, 000
February 15-17	3	BASIC INTERNAL CONTROL CONCEPTS AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	P6, 000
February 22-24	3	THE PHILIPPINE BUDGETING SYSTEM	24	P6, 000

March 1-3	3	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (Appraisal and Disposal)	24	P6, 000
March 8-10	3	BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON – ACCOUNTANTS	24	P6, 000
March 15-17	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	P6, 000
March 22-24	2	THE PHILIPPINE BIDDING DOCUMENTS (Participants must have attended R.A. 9184)	24	P6, 000
March 29-31	3	TOOLS AND TECHNIQUES FOR INTERNAL AUDITING	24	P6, 000

3.0 Interested applicants may submit the accomplished seminar confirmation/registration slip not later than 3 weeks before the scheduled seminar to the Interim Training and Development Division. For any clarification, kindly get in touch with the Interim Training and Development Division (ITDD), Faculty Room, Customs Capacity Bldg. Center, 4<sup>th</sup> Floor, South Harbor, Port Area Manila at tel. no. (02) 527-19-30 or visit website (<http://www.agiaph.org>) for more information.

4.0 Thank you.



**LILIBETH C. BONIFACIO**  
Supervising Administrative Officer  
Interim Training and Development Division

# SEMINAR CONFIRMATION / REGISTRATION SLIP

FOR : **The AGIA Secretariat**

I / We hereby confirm my / our participation in the Seminar/Workshop on:

(SEMINAR TITLE)

DATE : \_\_\_\_\_  
(Seminar Date)

Venue : **HOTEL KIMBERLY** (#770 Pedro Gil St., Malate, Manila (Near Taft Ave. & LRT Pedro Gil Station))

Seminar Fee :  **LIVE-IN RATE : P8,400.00 / PAX** (twin or triple sharing only/ Superior Room)  
 Strictly minimum of 2pax/room; If single pax attending the seminar and no available pair, **additional P2,400** will be charge for single room occupancy; If the Hotel Venue is fully booked we will arrange your accommodation to other Hotel near the venue; Hotel rates may vary during peak seasons  
**INCLUSIONS:** Two (2) Nights stay with 2 Buffet Breakfast; Seminar Kit and Meals (3 AM & PM Snacks, 3 Lunch) **Check-In Time: 2:00 pm; Check-Out Time: 12:00 nn**  
**STRICTLY ADVANCE PAYMENT IS REQUIRED FOR ROOM RESERVATIONS**

(NOTE: Please Check the appropriate box)

**LIVE-OUT RATE : P6,000.00 / PAX**  
**INCLUSIONS:** Seminar Kit and Meals (3 AM & PM Snacks, 3 Lunch)

**PLEASE PRINT LEGIBLY**

LAST NAME	FIRST NAME	MIDDLE INITIAL	POSITION	CELLPHONE NUMBER

NAME OF AGENCY / OFFICE: \_\_\_\_\_  
 Address: \_\_\_\_\_

Name of Department / Unit: \_\_\_\_\_ Agency Category: [ ] NGA [ ] LGU  
 Area Code & Telephone No: \_\_\_\_\_ (Please Check) [ ] SUC [ ] GOCC [ ] GFI  
 Agency's Email address: \_\_\_\_\_

**NOTE: Confirmed participants but NO SHOW on the day of seminar will be subject to payment of seminar fee.**

APPROVED BY: \_\_\_\_\_  
 Name & Signature of Head of Agency/Office or Authorized Officer

NOTE: If payment is thru LDDAP-ADA kindly deposit at LANDBANK- Malate (Head Office) - Account No.3402-1031-31 please make it payable to: ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC. Cash & Company Check payment should be deposited to BPI Account No. 3851-0055-94 of the Association. Present the copy of LDDAP-ADA with LBP stamp marked and Deposit Slip on the day of seminar for the issuance of Official Receipt.

Please send Accomplished Form thru: FAX: (02) 412-2033 EMAIL: [info.agia52@gmail.com](mailto:info.agia52@gmail.com) WEBSITE: [www.agiaph.org](http://www.agiaph.org)  
 DIRECT LINE (02) 412-2049 Cellphone Nos. MAUREEN - (0919) 3205311 TRISHA - (0918) 3509821  
 BUDDY - (0922) 8642715 AVON - (0942) 2406856

PLEASE CONFIRM EARLY. FOR YOUR CONVENIENCE AND COMFORT WE WILL LIMIT PARTICIPANTS TO EIGHTY FIVE (85). THOSE WHO HAVE NOT CONFIRMED THEIR PARTICIPATION BEFORE THE SCHEDULED SEMINARS. WILL NO LONGER BE ACCOMMODATED.