



CUSTOMS TRAINING CIRCULAR
NO. CTC-09-2016

June 13, 2016

TO: All Customs Officials and Employees

**SUBJECT: Association of Government Internal Auditors Inc. (AGIA)
Schedule of Trainings and Seminars for the 3rd Quarter of CY 2016**

- 1.0 The Association of Government Internal Auditors Inc. (AGIA) recently released the trainings and seminar schedule for the year 2016. 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 The following are the scheduled trainings and seminars for the **3rd Quarter of CY 2016 at Hotel Kimberly, #770 Pedro Gil St., Malate, Manila (in front of UP Manila):**

INCLUSIVE DATES	No. of Days	COURSE TITLE	No. of hours	SEMINAR FEE
July 5-7	3	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES (Laws, Rules & Regulations on Gov't. Expenditures)	24	P3, 600
July 13-15	3	BASIC INTERNAL CONTROL CONCEPTS AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	P3, 600
July 20-22	3	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (Appraisal and Disposal)	24	P3, 600
July 27-29	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	P3,600
August 3-5	3	CASH MANAGEMENT AND ITS INTERNAL CONTROL SYSTEM	24	P3, 600
August 10-12	3	TOOLS AND TECHNIQUES FOR INTERNAL AUDITING	24	P3, 600
August 17-19	3	STRATEGIC PLANNING FOR INTERNAL AUDITORS	24	P3, 600
August 24-26	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	P3, 600

August 31 - September 2	3	BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON-ACCOUNTANTS	24	P3, 600
September 7 - 9	3	THE PHILIPPINE BIDDING DOCUMENTS (Participants must have attended R.A. 9184)	24	P3, 600
September 14 - 16	3	OPERATIONS AND MANAGEMENT AUDIT	24	P3, 600
September 21 - 23	3	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (Appraisal and Disposal)	24	P3, 600
September 28 - 30	3	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	P3, 600
October 5 - 7	3	ANNUAL NATIONAL CONVENTION cum SEMINAR Theme: "AGIA: KAAGAPAY SA PAGSULONG NG TUNAY NA PAGBABAGO" Venue: to be announce	24	P8, 000 (Live-In) P6, 500 (Live-Out)

- 3.0 Interested applicants may submit the accomplished seminar confirmation/registration slip not later than **June 27, 2016** 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, 4th floor, Port Area Manila at tel. no. (02) 527-19-30 or Visit website ([http:// www.agiaph.org](http://www.agiaph.org)) for more information.
- 4.0 Thank you.

By Authority of the OIC,
Internal Administration Group:



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)
For your hotel needs, please call Ms. Rose Munar of VICTORY EVENTS & SERVICES to assist you at Cel. No. 0917 4480710

Seminar Fee : **P 3,600.00 / head (Live-Out; Meal inclusions: 3 AM Snacks, 3 Lunch and 3 PM Snacks) (3 days seminar/ 24hrs)**
NOTE: Confirmed participants but NO SHOW on the day of seminar will be subject to payment of seminar fee.

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: _____

APPROVED BY:

Name & Signature of Head of Agency/Office
OR Authorized Officer

NOTE: For Check and LDDAP-ADA payments, please make it payable to: ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC. (AGIA, Inc.). If your payment is thru LDDAP-ADA: Please use our LANDBANK- Malate (Head Office)- Account No. 3402-1031-31. Present the copy of LDDAP-ADA with LBP stamp marked 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 WEBSITE: www.agiaph.org
DIRECT LINE (02) 412-2049 Cellphone Nos. MAUREEN –(0919) 3205311 TRISHA – (0918) 3509821 BUDDY – (0922) 8642715

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.