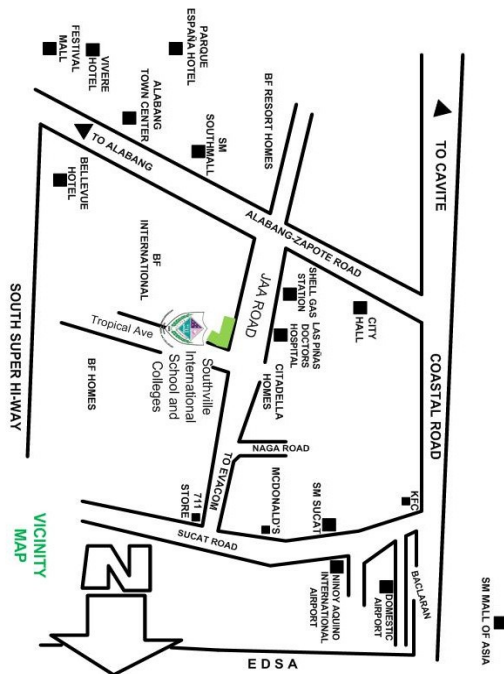


LEARNING SESSION VENUE MAP



Asian Association of School HRMD Practitioners, Inc. (AASHPI)
 c/o Southville International School and Colleges
 1281 Tropical Avenue corner Luxembourg Street,
 BF International, Las Piñas City
 Contact Numbers: (632) 825-6374 loc. 105/164
 (632) 825-3985
 Mobile Number: 0917-6626782
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 Website: www.aashpi.org.ph



AASHPI
 Asian Association of School
 HRMD Practitioners, Inc.

invites all

School Heads, Directors, Administrators,
 HRM Practitioners & Instructors, Deans and
 Principals

TRACK 1 Tax Considerations in the Academe

9:00 AM - 4:00 PM | April 17, 2017
 Atty. Willie B. Santiago

TRACK 2 Getting the Right People Through Focused Interview

9:00 AM - 4:00 PM | April 17, 2017
 Dr. Genevieve Ledesma-Tan

TRACK 3 Handling Difficult Employees Through Progressive Discipline and Memo Writing

9:00 AM - 4:00 PM | April 18, 2017
 Atty. Faustino R. Madriaga Jr.

SPECIAL TRACK An In-Depth Approach in Designing Job Descriptions, Establishing Job Evaluation, and Creating Salary Schemes in Schools

9:00 AM - 4:00 PM | April 17-18, 2017
 Mr. Ruel A. Montenegro

Register Now!

EARLY BIRD RATE
 is until April 7, 2017 only

VENUE:

Southville International School and Colleges
 1281 Tropical Ave. cor. Luxembourg St.
 BF International, Las Piñas City

FOR MORE INQUIRIES,
 contact us



aashpi.org@gmail.com



www.aashpi.org.ph



(02) 825-3985

TRACK 01

TAX CONSIDERATIONS IN THE ACADEME

9:00 AM - 4:00 PM | 04. 17. 2017

ATTY. WILLIE B. SANTIAGO

How different is the taxation applied in schools from that in corporations? What are the best practices in handling tax enforcement and passing BIR assessment?

Paying taxes is inevitable in any organization. Having a full understanding on how taxation works is extremely important in making informed decisions about what, when and how to do taxes efficiently.

Eliminate all the confusion in the application of taxation in schools!

At the end of the session, participants will be able to:

- understand taxation in schools to maximize resources;
- learn strategies for handling tax enforcement for their employees;
- effectively plan to ensure school’s passing in BIR assessment; and
- get updates on the latest BIR issuance.

This session will help the participants arrive at well-informed decisions on efficient tax applications and compliance, and manage BIR assessment and collection.

COURSE OUTLINE:	ABOUT THE SPEAKER:
I. Overview and Types of Taxes <ul style="list-style-type: none"> A. Definition and Nature of Taxation B. What are the Types of Taxes <ul style="list-style-type: none"> 1. Income Taxation 2. Value Added Tax 3. Real Property Taxation II. Classification of Income Taxes Imposed in Educational Institutions <ul style="list-style-type: none"> A. Proprietary B. Non-Stock and Non-Profit C. Government III. Trends and Tax Compliance Affecting Educational Institutions <ul style="list-style-type: none"> A. Understanding Employee Taxes and Statutory Compliance <ul style="list-style-type: none"> 1. Effects of the Implication of Additional De Minimis Benefits 2. Possible Effects of the New SSS Benefit Proposal on Schools B. Updates on Creditable Withholding Tax C. Statutory Compliance on Registration of Books of Account D. Impact of the BIR’s Computerization and Online Filing IV. Sharing of BIR Cases Affecting Schools V. Managing BIR’s Tax Assessment and Collection VI. Strategies in Handling Tax Enforcement in Educational Institutions	<p>Atty. Willie B. Santiago, CPA, is currently the Director of the Tax and Corporate Services Division of the Diaz Murillo Dalupan and Company. He joined the Tax and Corporate Services Division (TACS) of the company in 2006 as Assistant Tax Manager handling contest of tax assessment and tax compliance review engagements. He handled numerous tax assessment engagements involving non-stock, non-profit educational institutions, brokerage, charter flights/airline, other industries, and service types of business operations ranging from small to medium-size and multinational companies. He also handled personal civil, criminal, and labor cases. He is a member of the Philippine Institute of Certified Public Accountants (PICPA), the Integrated Bar of the Philippines (IBP) Makati Chapter, and the Tax Management Association of the Philippines (TMAP).</p>

TRACK 02

GETTING THE RIGHT PEOPLE IN SCHOOLS THROUGH FOCUSED INTERVIEW

9:00 AM - 4:00 PM
04.17.2017

Dr. Genevieve Ledesma-Tan

People make or break organizations. Despite the many advances in technology, and the different alternatives ushered in by globalization, it is still people that set the directions, spot the trends, imagine the possibilities, muster the strategies, launch the flights, and ensure the safe landings. Thus, the need to choose the right people—whether they are business leaders, school administrators, office workers, or faculty members – has become a more critical challenge in the 21st century.

To meet this challenge, there is a need for focus and a system that ensures quality in manpower selection. This translates to a focused system that ensures correct choices in people. What may seem like a simple response in the selection interview may be a seed for change in the organization, whether constructive or destructive.

It is for this reason that a manual on how to design and conduct a Focused Selection System is introduced to schools. It covers both the psychological principles underlying behaviors and the way business and education is conducted. It uses the latest data and findings available from research related to interviews. Examples from contemporary educational and industrial setting to illustrations of how the Focused Selection System work will be presented.

This learning session is specifically designed to provide participants with the knowledge, technique, and skills necessary in hiring the right faculty, staff, and academic leaders.

COURSE OUTLINE:	ABOUT THE SPEAKER:
I. Sourcing: Where to Find the Right Candidates for Your School II. Focused Selection System: The Key to Selecting the Right People in Schools III. Identifying Critical Job Factors and Competency Standards of Faculty and Academic Leaders IV. Designing Focused Interview Questions V. Structuring the Focused Interview Process VI. Conducting the Focused Interview and Integrating Data VII. Sharing of Best Practices in Schools VIII. Workshop	<p>Dr. Genevieve Ledesma-Tan exemplifies leading with impact. She is the soul and mover of Southville Global Education Network (SGEN) which consists of seven schools, including Southville International School affiliated with Foreign Universities (SISFU) – the pioneer and leader in transnational university in the Philippines.</p> <p>Her training and education includes special studies at the University Associates, California, Azusa Pacific University, California, National Training Laboratories, Colorado; and Harvard University, Cambridge.</p> <p>Her astute observations of the needs of the organization and an engaged workforce are well expressed in the books she wrote and published notable of which are the following: 1) Focused Interview Selection Technology for School Administrators, Officers, Faculty and Staff; 2) Six Qualities of High Achievers; 3) Job Ranking and Salary Schemes for Schools and Colleges; 4) WPS: An Effective Tool for Organizational Efficiency; 5) Institutional Productivity and School Quality Through Key Result Areas and Rubrics; 6) An Education Culture Manual; 7) Human Resources Management: Local and Global Perspectives and; 8) Outstanding Achievers of the Philippines.</p>

It is inevitable to encounter difficult employees in the workplace. How do you deal with them? Progressive discipline is an effective tool to manage employee behavior and turn an employee to being productive and a contributing member of the organization. If properly applied, progressive discipline commonly uses three steps, according to Dick Grote, founder of Grote Consulting and author of *Discipline Without Punishment* (AMACOM, 2006): an oral warning, a written warning, and termination.

TRACK 03

Handling Difficult Employees through Progressive Discipline and Memo Writing

Atty. Faustino R. Madriaga, Jr.

9:00 AM - 4:00 PM | 04. 18. 2017

This program shall focus on progressive discipline and memo writing in a legal perspective. Participants of this session can confidently manage undesirable employee behavior. They also will be equipped with knowledge on how to manage challenging discipline cases with skill and confidence in order to avoid legal disputes.

COURSE OUTLINE:

- I. Legal Perspective on Labor Management Relations
- II. Understanding the Roles of Employers, Managers and Supervisors in Work Relations
- III. Concept Progressive Discipline
 - A. Importance of Progressive Discipline
 - B. Guidelines to Consider in Progressive Discipline
 - C. Typical Steps & Approaches in Progressive Discipline
- IV. Writing a Legal Memo for Difficult Employees with Cases
 - A. Components of a Memorandum
 - B. How to Organize Facts, Cite Violations and Request for Explanations
 - C. Tips and Legal Considerations in Writing Memos
- V. Tips to Avoid Legal Disputes in Handling Difficult Employees
- VI. Case Study and Sharing of Best Practices
- VII. Workshop

ABOUT THE SPEAKER:

Atty. Faustino R. Madriaga, Jr. has been a legal counsel for several schools in the country. He is also a management counsel/representative in labor arbitration, mediating to foster a congenial employee-management relations resulting in effective labor relations and industrial peace. He is a highly-rated and a crowd favorite trainer/ speaker on legal topics delivered in schools and various conventions nationwide. Aside from his full-time legal functions as counsel and as a corporate secretary/member of the board of several schools, Atty. Madriaga is an educator and a law school dean.

An organization can never be effective without its people. In order to maintain high business standing and good customer satisfaction, it is vital to keep people in the organization motivated in all aspects of their job. In order to do so, school administrators must ensure an alignment of the job expectation, employee performance, and compensation package given for the position in all levels.

SPECIAL TRACK

An In-Depth Approach in Designing Job Descriptions, Establishing Job Evaluation and Creating Salary Schemes in Schools

MR. RUEL A. MONTENEGRO

9: 00 AM - 4:00 PM | 04. 17-18.2017

2 DAYS

At the end of this session, participants will be able to acquire skills and knowledge in sustaining employee morale and productivity by:

- having a clear understanding of the importance of job descriptions and how to effectively write them;
- utilizing job descriptions for a better job evaluation process;
- establishing a competitive salary scheme that helps boost job performance and organizational efficiency; and
- understanding the importance of balanced internal salary equity within the organization.

This learning session will equip participants with skills on fully understanding the relevance of job description, job evaluation and salary equity to attain employee productivity and organizational sustainability.

COURSE OUTLINE:

- I. Job Description and Its Essence
 - A. Defining Job Description and its Relevance
 - B. How to Write Job Descriptions
 - C. Pitfalls in Writing Job Descriptions
- II. Conducting Job Evaluation
 - A. Understanding the Need for Job Evaluation
 - B. Advantages of Having Jobs Valued in an Institution
 - C. How to Do Job Evaluation
- III. Establishing Internal Salary Equity through Job Evaluation
 - A. Job Evaluation Methodologies
 - B. Steps in Implementing Job Evaluation
- IV. Creating Salary Schemes
- V. Implementation Issues
 - A. Red and Green Circles
 - B. Compression and Distortion Implications
 - C. Costing
 - D. Other Implications
- VI. Issues in Choosing the Appropriate Salary Schemes
- VII. Workshop

ABOUT THE SPEAKER:

Mr. Ruel A. Montenegro is currently the President and Consulting Principal of Corporate and Career (CORE) Consultants, Inc. He has held different positions in various agencies in both the public and private sectors. He obtained a bachelor's degree from the University of the Philippines and completed the academic requirements for a Masteral course in Business Administration at the Ateneo de Manila University. He is the author of AASHPI-published books entitled, "The Management Function of Organizing Applied to the School Setting", and "A Compendium of Job Descriptions for Positions in the School Setting", and co-author of "Job Ranking and Salary Schemes in Schools."