



Asian Association of School Human Resources Management & Development Practitioners, Inc. (AASHPI)

The Asian Association Committed to Build People and Institutions

REGISTRATION FORM

April 17 - 18, 2017, Southville International School & Colleges, Las Piñas City

Name of School: _____ Contact No.: _____

Address: _____

Please write in print. Participants should check at least one (1) session. Please be advised that each session is paid separately. Kindly refer to the *seminar investment fee* and *computation of seminar investment fee* to know the total amount due.

Name of Delegate (as will appear in Certificate)	Name of Delegate (as will appear in Name Tag)	Gender (M/F)	Official Job Title/ Designation	E-mail Address of Delegate	Contact No.	Choose your preferred track/s		
						Apr 17	Apr 18	Apr 17 & 18
1.						[] 1 [] 2	[] 3	[] 4
2.						[] 1 [] 2	[] 3	[] 4
3.						[] 1 [] 2	[] 3	[] 4
4.						[] 1 [] 2	[] 3	[] 4
5.						[] 1 [] 2	[] 3	[] 4

SEMINAR INVESTMENT FEE PER SESSION:

	* EARLY BIRD	** REGULAR & WALK-IN
	VAT inclusive per track	
Track 1 to Track 3 (each Track is paid separately)		
Member	Php 2,576	Php 3,696
Non-Member	Php 3,136	Php 4,480
Special Track: Track 4		
Member	Php 5,600	Php 6,720
Non-Member	Php 6,720	Php 7,840
Cut-off of registration and payment	*Strictly up to April 7, 2017 ONLY	** April 8, 2017 Onwards

Notes:

- 1) Seminar Investment Fee is quoted per track.
- 2) Seminar Investment Fee includes: a) Certificate of Attendance b) Seminar Kit and c) Food: AM and PM Snacks & Lunch
- 3) Seminar Investment Fee for the Special Track covers the 2-day program.

PROCEDURES FOR PAYMENT:

- For **on-site payment**, forward cash or check (payable to Asian Association of School Human Resources Management and Development Practitioners, Inc.) payment to AASHPI Center c/o Southville International School and Colleges, 1281 Tropical Ave. cor. Luxembourg St., BF International, Las Piñas City.
-or-
- For **off-site payment**, send bank remittance to AASHPI Bank Account: S/A 3531-00289-3 PNB (formerly Allied Bank), Aguilar Avenue Branch, Las Piñas City. Fax the remittance slip to telefax (02) 825-3985 or email to aashpi.org@gmail.com together with the registration form.
- Only acknowledged registration and payment will be recorded. Please ensure that transmittals are acknowledged by the Secretariat. You may e-mail the Secretariat at aashpi.org@gmail.com or call (02) 825-2358 loc 105/164 or 0917-6626782 for confirmation.
- CANCELLATION BY DELEGATE:** Cancellation must be done at least one (1) week before the event. The delegate may send a substitute or request for refund of the amount paid. **Cancellation/ Substitution should be done in writing and duly acknowledged by the Secretariat.** In case of refund, kindly indicate in the letter your institution's bank details such as name of bank, account name, account number, type of account and branch. Refund of the amount paid will be less 40% processing charge. No refund will be made for cancellation after April 10, 2017. Non-appearance or failure to send notice as scheduled will result to forfeiture of the full amount paid.

Computation of Seminar Investment Fee:

Total Amount Due = Sum of the Total Fees Per Seminar

Total Fee per Seminar = Number of Delegate/s x Applicable Seminar Investment Fee per Track

April 17, 2017: SEMINAR TRACK TITLES

Track 1: Tax Considerations in the Academe

(9AM-4PM)

Track 2: Getting the Right People
(9AM-4PM) Through Focused Interview

April 18, 2017: SEMINAR TRACK TITLES

Track 3: Handling Difficult Employees Through
(9AM-4PM) Progressive Discipline and Memo Writing

April 17 & 18, 2017: SPECIAL TRACK TITLE

Track 4: An In-Depth Approach in Designing Job Descriptions,
(9AM-4PM) Establishing Job Evaluation, and Creating Salary Schemes in Schools

AASHPI Publications	COST OF BOOKS*
NEW A Compendium of Job Descriptions for Positions in the School Setting	Php 650
Managing Human Resource : Local and Global Perspectives (OBL)	Php 478
2014 Compensation and Benefits Survey in Schools in the Philippines	Php 1,500
Job Ranking and Salary Schemes for Schools (3rd Edition)	Php 600
Focused Interview Selection Technology for School Administrators, Officers, Faculty and Staff	Php 450
The Management Function of Organizing Applied to School Setting (Revised Edition)	Php 500
An Educational Institutional Culture Manual	Php 600
Institutional Productivity and School Quality Through Key Result Areas and Rubrics	Php 650
WPS: An Effective Tool for Organizational Efficiency	Php 550
Human Resource Management: Local and Global Perspectives	Php 398
A Handbook on How to Develop an Effective Performance Management System	Php 250

*Price is exclusive of the cost of delivery

**Register now!
Early Bird
rate is up to
April 7, 2017
only.**

Please be advised that learning session registration (for walk-in and unpaid) will start at 8:00AM.

Program will commence at 9:00AM

**A must-attend for:
School Heads, Directors, Leaders,
Administrators, HRM Practitioners
& Instructors, Deans, and Principals**