



Asian Association of School Human Resources Management & Development Practitioners, Inc. (AASHPI)  
*The Asian Association Committed to Build People and Institutions*

**REGISTRATION FORM**

January 25 - 26, 2018 | Crimson Hotel, Filinvest City, Alabang, Muntinlupa

Name of School: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Address: \_\_\_\_\_

Please write in print. Please be advised that each session is paid separately. Kindly refer to the *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.	Session to be Attended (Check at least one track)
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						[ ] 1 [ ] 2 [ ] 3
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*Note: By filling out this form, you allow AASHPI to use the personal information provided above as well as the information (name, address, and contact number) of the school or institution you are connected with. It will serve as your consent for AASHPI to utilize those information for business related transactions, communication purposes and other process execution including delivery of notices, services and/or third party relationship management. Rest assured that all information will be treated accordingly.*

SEMINAR INVESTMENT FEE PER TRACK (VAT INCLUSIVE)				
		*Early Bird Rate	**Regular Rate	**Walk-In Rate
<b>Track 1 &amp; 2</b> (paid separately)	Member	Php 2,950.00	Php 3,300.00	Php 3,850.00
	Non-Member	Php 4,150.00	Php 4,650.00	Php 5,150.00
<b>Special Track</b> (Two Days)	Member	Php 5,050.00	Php 5,650.00	Php 6,150.00
	Non-Member	Php 6,300.00	Php 7,100.00	Php 7,550.00
	Cut-off of registration and payment	<b>*Strictly up to December 9, 2017 ONLY</b>	registered and paid up to January 12, 2018	registered and paid from January 15, 2018 onwards

LEARNING SESSION TITLES
<b>Track 1: January 25, 2018</b> (9:00AM - 4:00PM) The Art of School Leadership: Effective Ways to Lead and Manage Faculty and Staff in the Academe
<b>Track 2: January 26, 2018</b> (9:00AM - 4:00PM) Designing Employee Manual and Managing Employee Records: A Legal Guide for HR Practitioners (Includes Data Privacy Act Perspectives)
<b>Track 3: January 25 - 26, 2018</b> (9:00AM - 4:00PM) Journey to Retirement: Preparing for What is Ahead

- 1) Seminar Investment Fee is quoted per session.
- 2) Seminar Investment Fee includes:
  - a) Certificate of Attendance
  - b) Seminar Kit and
  - c) Food: AM and PM Snacks & Lunch

Please be advised that on-site registration will start at 8:00AM. Program will commence at 9:00AM

**PROCEDURES FOR OFF-SITE PAYMENT:**

- a) Forward cash or check (payable to AASHPI) payment to AASHPI Center c/o Southville International School and Colleges, 1281 Tropical Ave. cor. Luxembourg Street, BF International, Las Piñas City or;
- b) Send bank remittance to AASHPI Bank Account: S/A 1451-7000-1513 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.
- c) 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](mailto:aashpi.org@gmail.com) or call (02) 825-2358 loc 105/164 or 0917-6626782 for confirmation.
- d) CANCELLATION BY DELEGATE: Cancellation must be done at least two (2) weeks 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 January 11, 2018. Non-appearance or failure to send notice as scheduled will result to forfeiture of full amount paid.

**A must-attend for:**

**School Heads,  
Administrators,  
Directors, HR  
Practitioners &  
Instructors, Deans,  
Principals, Retirees  
and the soon-to-be  
retirees!**

