

Asian Association of School HRMD Practitioners, Inc. (AASHPI)
c/o Southville International School and Colleges
1281 Tropical Avenue, corner Luxembourg Street,
BF Homes International, Las Piñas City 1740
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Speakers: Ms. Ma. Theresa Benitez & Ms. Monica Palomares

MAY 3, 2018 (9AM-4PM)

Speaker: Atty. Joseph Noel Estrada

MAY 3, 2018 (9AM-4PM)

Speaker: Atty. Willie Santiago


MAY 4, 2018 (9AM-4PM)


Speaker: Mr. Ruel Montenegro

MAY 4, 2018 (9AM-4PM)

REGISTER NOW!!!

✉ aashpi.org@gmail.com

 www.aashpi.org.ph

 825 3985 | 820 8702 loc 164

0917 662 6782

VENUE: SOUTHVILLE INTERNATIONAL SCHOOL AND COLLEGES
1281 Tropical Avenue, corner Luxembourg Street, BF International, Las Piñas

TRACK 1

TALENT ACQUISITION STRATEGIES THAT WORK

**MAY 3, 2018
(9AM - 4PM)**

SPEAKERS:

MS. MA. THERESA BENITEZ

Managing HR Director, University of Asia and the Pacific

MS. MONICA PALOMARES

Marketing Specialist, JobStreet.com

As Mr. Harvey Mackay said, *"Your workforce is your most valuable asset. The knowledge and skills they have represent the fuel that drives the engine of business and you can leverage that knowledge."* Make the right choice on who to hire in the most effective manner. Find ways to make informed decisions through interviews.

In this learning session, the participants will be able to:

1. learn effective ways to source out applicants;
2. maximize the information that can be derived from screening of candidates and interviews;
3. formulate job offers in consideration of the existing workforce; and
4. develop a strategic talent acquisition plan.

COURSE OUTLINE:

- I. Recruitment and Selection
 - A. Effective Ways of Sourcing of Applicants
 1. Where to Find Your Applicants
 2. Use of Social Networks as Sourcing Tool
 - B. Factors Affecting Recruitment
 - C. Trends in Recruitment
 - D. Selection Process
 1. Pitfalls in Screening Candidates
 2. Assessing Applicant's Competencies
- II. Maximizing Interview
 - A. Benefits of Effective Interviewing Skills
 1. Considerations/ Factors in Interview
 2. How to Identify "Best Fit" Qualities
 3. Competency-Based Interview Approach
 4. Guide to An Effective Interview
 - B. How to Benchmark through Interview
 - C. How to Create a Job Offer
- III. Final Selection and Documentation
- IV. Challenges in Recruitment and Talent Acquisition
- V. How to Develop an Effective Talent Acquisition Plan
- VI. Workshop

TRACK 2

SETTING BOUNDARIES ON INTERNET ACCESS: DESIGNING LEGAL ADMINISTRATIVE MEASURES FOR SCHOOLS

**MAY 3, 2018
(9AM - 4PM)**

SPEAKER:

ATTY. JOSEPH NOEL ESTRADA

Managing Partner, Estrada and Aquino Law

With the advent of new technologies, it is a must that rules are set to establish controls. The easy access to cyberspace (internet, network, social media) poses an emerging issue among schools. Do not compromise the digital safety of your employees and students while they are under your care.

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

1. establish boundaries on cyberspace access to ensure digital safety of students and employees;
2. identify the extent of authority which school administrators can enforce;
3. design a framework to ensure the digital safety of the school and its stakeholders; and
4. learn how to handle cyber-related issues through presentation real cases.

COURSE OUTLINE:

- I. Understanding the Boundaries of Cyberspace Access for School administrators
 - A. Regulating Social Media and Internet Access in Schools as applicable to Students and Employees
 1. Establishing Digital Safety
 2. Setting Limits to Employees on Internet Activities
 3. Creating Policies Governing Social Media, Email Usage, and Internet Access in Schools
 - B. Extent of Permissible Limitations Regarding Internet Access by Law
 - C. Integrating DPA Compliance in Electronic Communications
- II. Precautionary Measures on Fake News
- III. Scope of School's Authority
- IV. Cyber Cases Pertinent to the Academe
- V. Workshop/ Case Study

TRACK 3

HANDLING BIR AUDIT AND BEST PRACTICES IN IMPLEMENTING THE TRAIN LAW IN THE ACADEME

**MAY 4, 2018
(9AM - 4PM)**

SPEAKER:

ATTY. WILLIE SANTIAGO

*Tax & Corporate Services Division
Diaz, Murillo, Dalupan, & Company*

Have you always been ready for tax assessment? A full understanding of how taxation works is extremely important in making informed decisions about what, when and how to do taxes efficiently. Know the effects of the Tax Reform for Acceleration Inclusion (TRAIN) Law. Learn what was changed and its impact on the academic workforce.

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

1. confidently handle tax audit;
2. understand the impact of TRAIN Law on the workforce;
3. learn best practices of tax enforcement; and
4. update their knowledge through sharing of BIR cases pertinent to school operations.

COURSE OUTLINE:

- I. How to Manage BIR Tax Audit with Ease
 - A. Understanding the Classification of Income Taxes Imposed in Educational Institutions
 - B. Knowing the Impact of the BIR's Computerization and Online Filing
 - C. Managing BIR's Tax Assessment and Collection
 - D. Strategies in Handling Tax Enforcement in Educational Institutions
 - E. Guide on How to Do Self-assessment to Ensure Tax Compliance
- II. What is TRAIN Law
 - A. Understanding the Implementing Rules and Regulations (IRR)
 - B. What You Need to know about Employees' Taxes
 1. Identifying the Taxable and Non-Taxable Income of Employees
 2. Treatment of Employees' Taxable Income
 - a. Compensation Income Earners
 - b. Part-time Faculty with Various Employers
 - c. Mixed Income Earners
 3. Effects on Employees' Fringe Benefits
 4. Updates on Withholding Tax
 5. Methods of Filing Income Tax
 6. Knowing How to Manually Compute Withholding Tax: Annualized vs. Monthly
 - C. Effects of TRAIN Law in Accounting Administration and How to Manage Them
- III. Best Practices of Tax Enforcement in the Academe
- IV. Sharing of BIR Cases Affecting Schools

TRACK 4

TRANSITIONING TO A NEW LEADERSHIP ROLE: TRAINING THE NEW SUPERVISORS IN THE ACADEME

**MAY 4, 2018
(9AM - 4PM)**

SPEAKER:

MR. RUEL MONTENEGRO

President, CORE Consultants Inc.

What does it take to be a successful leader? Being promoted means meeting new challenges, facing new responsibilities and learning new skills. Strengthen the management skills of your new leaders. Heighten it through a highly participatory learning experience that is centered in an academic setting.

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

1. overcome the hurdles of being a new leader;
2. learn techniques on how to influence others;
3. develop leadership skills and be a natural leader; and
4. build a team working toward common goals.

COURSE OUTLINE:

- I. Overview of Leadership
 - A. Leadership Defined
 - B. Leadership vs. Management: The Difference
 - C. Leadership Styles Inventory
- II. Leadership Practices
- III. Journey to Becoming a Leader
 - A. Goal Setting for Success
 - B. The Art of Influencing Others
- IV. Leadership Challenges & How to Overcome It
 - A. Handling Multi-Generation Workforce
 - B. Conflict Resolution Planning
 - C. Creating Successful Teams
- V. Workshop



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

The Asian Association Committed to Build People and Institutions

REGISTRATION FORM

May 3 - 4, 2018 | Southville International School and Colleges (1281 Tropical Ave. corner Luxembourg Street, BF International, Las Piñas)

Name of School: _____ Contact Number(s): _____
Address: _____ School E-mail 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 Number	Session(s) to be Attended (Check at least one track)	
						MAY 3, 2018	MAY 4, 2018
						[] 1 [] 2	[] 3 [] 4
						[] 1 [] 2	[] 3 [] 4
						[] 1 [] 2	[] 3 [] 4
						[] 1 [] 2	[] 3 [] 4
						[] 1 [] 2	[] 3 [] 4

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 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)

	*Group Rate	Regular Rate	Walk-In Rate
Member	Php 2,000.00 (per pax/session)	Php 2,500.00 (per pax/session)	Php 3,000.00 (per pax/session)
Non-Member	Php 3,500.00 (per pax/session)	Php 4,000.00 (per pax/session)	Php 4,500.00 (per pax/session)
Cut-off of registration and payment	Strictly up to April 20, 2018 only		From April 21, 2018 onwards

***GROUP RATE** applies to school that will be sending four (4) or more representatives; strictly applicable for those who will settle registration and payment on or before April 20, 2018. For group registrations from April 21, 2018 onwards, **REGULAR RATE** shall be the reference of payment.

LEARNING SESSION TITLES

MAY 3, 2018 (Thursday)	TRACK 1 (9AM-4PM)	Talent Acquisition Strategies that Work
	TRACK 2 (9AM-4PM)	Setting Boundaries on Internet Access: Designing Legal Administrative Measures for Schools
MAY 4, 2018 (Friday)	TRACK 3 (9AM-4PM)	Handling BIR Audit and Best Practices in Implementing the TRAIN Law in the Academe
	TRACK 4 (9AM-4PM)	Transitioning to a New Leadership Role: Training the New Supervisors in the Academe

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:

- Forward cash payment or check payment payable to Asian Association of School Human Resources Management & Development Practitioners, Inc. (AASHPI) to AASHPI National Office c/o Southville International School and Colleges, 1281 Tropical Ave. cor. Luxembourg Street, BF International, Las Piñas City or;
- 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.
- 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 0917-8626782 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 25, 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,
Finance Officers,
Deans, Principals,
Faculty and Staff!**

**Register
today.
Call
825 3985
now!**