



PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.

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Website: www.poap.org.ph

2015 SEMINAR CALENDAR

Dear Members and other HRM Practitioners:

A Blessed New Year!

On behalf of your 2015 Board of Directors, I am pleased to announce the 2015 HRD Calendar on the basis of the Training Needs Analysis (TNA) conducted in all the 2014 seminars, and bearing in mind topics relevant to present-day HR/Administrative Officers' needs. For economy reasons, all the activities including the year-end annual conference shall be in the nature of LIVE-OUT activities.

Kindly refer to attached 2015 schedule.

For your employee-participant to any or all of the seminars:

1. Please submit, the duplicate copy of the Nomination Form, if possible three (3) weeks before the start of the seminar through the POAP Secretariat at the above address, telephone/mobile number or e-mail address, to meet participant's needs, such as kits, materials, meals and size of the seminar hall.
2. The legal bases for attendance and costs are OPMC 31, s. 1999 and NBC 486, s. 2003 (attached).
3. The seminar fee, net of tax, of P4,800.00 **is therefore exclusive of taxes** and includes:
 - 3.1 Participation in the seminar and City Tour in the afternoon of Day 4, from 1:00 – 6:00 pm;
 - 3.2 Kits and CD of the lectures/exercises, etc. of the resource persons;
 - 3.3 Meals: three servings of lunch and six servings of snacks. The Cost of meals for Day 1 as well as pm snacks of Day 4 will be spent instead for the cultural tour of the city and its environs. Seminar proper will start at 1:30 pm of Day 1 and officially end noon of Day 4;
 - 3.4 Certificate of Attendance and;
 - 3.5 Certificate of Participation.
4. POAP reserves the right to cancel programs which do not meet the required minimum number of participants; in which case, either the programs may be merged or a program with the lower number of confirmed participants, will be cancelled. Due notice of a cancellation/merger of programs will be given to those who already signed up or submitted their nomination form. In this regard, please send your confirmation/nomination form especially your contact numbers, to facilitate information of merged or cancelled seminars.

5. Pursuant to the new POAP Articles of Incorporation/By-Laws, the initial POAP membership fee is P350.00 and annual dues of P200.00. Lifetime membership fee is P2,000.00. Seminar participants are encouraged to be members because a member in good standing enjoys certain rights, privileges and prerogatives particularly, a discount on registration fees for seminars and conferences, membership in committees and the right to vote and be voted upon in the elections held during the annual conference.
6. Registration and payment of seminar fees, membership fees and annual dues may be made upon receipt of this communication at the POAP office, via inter-branch deposit at a local PNB near your office (POAP-PNB Savings Acct. No. 119803000036), or at the venue before the start of the seminar from 8:00 a.m. to 6:00 p.m. in Day 1 and from 7:00 a.m. to 12:00 noon of Day 2.

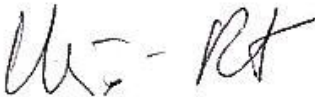
Please nominate and authorize your officials and employees to attend any or all of these activities on **Official Business**. We will be honored and doubly pleased if you can join them!

Is it possible for you to have this letter-invitation and its attachments duplicated for dissemination to your colleagues in nearby offices. Relatedly, we will send invitations to agencies/government organizations you recommend to attend our seminars.

For your further information, we can be reached at landlines (02)373-0817; (02)373-3468; (02)373-3525; SMS (TEXT MESSAGE) at 09189282888 or via e-mail (**poap_org@yahoo.com**) or visit our website: (**www.poap.org.ph**).

See you in our seminars.

Truly yours,



VIRGINIA NAÑAGAS-BACTAD
President

January, 2015

POAP NOMINATION FORM

(Pls. submit thru email/fax a copy of this form, at the latest TWO WEEKS before the start of the seminar, to POAP)

Name: _____ Sex _____ Age _____
(Print surname, first name and middle name)

Title of Seminar _____

Position _____ Office: Agency: _____

Agency Address: _____

Fax No. _____ Phone No. _____ Email Address: _____

Food Request: () Vegetarian () Non-Pork Meals

Approving Official (Name in Print and Signature)
Position: _____

2015 SEMINAR CALENDAR

	<u>PROGRAM TITLE</u>	<u>DATE (2015)</u>	<u>VENUE</u>
1	Accounting for Non-Accountants	April 21 - 24	Hotel Veniz, Baguio City
2	Values: Critical Components of Enhanced Performance	April 21 - 24	Hotel Veniz, Baguio City
3	Pricing Your Job: Job Evaluation	May 12 - 15	Hotel Fleuris, Palawan
4	Motivating Employees Towards Peak Performance	May 12 - 15	Hotel Fleuris, Palawan
5	Assertive Oral and Written Communication	June 23 - 26	Golden Valley Hotel, Cebu City
6	Managing Work Place Attitude	June 23 - 26	Golden Valley Hotel, Cebu City
7	Fundamentals of HRM	July 21 - 24	Metro Centre Hotel, Tagbilaran City, Bohol
8	Designing a Training Program	July 21 - 24	Metro Centre Hotel, Tagbilaran City, Bohol
9	Developing Dynamic HRM Partners: LGUs, NGOs, Line Agencies	August 11 - 14	UMAK, Makati City
10	Conflict Management	August 25 - 28	Apo View Hotel, Davao City
11	Stress Management	August 25 - 28	Apo View Hotel, Davao City
12	Employee Discipline inc. Sexual Harassment	September 8 - 11	Palmas Del Mar Hotel, Bacolod
13	Performance Appraisal Systems that Work	September 8 - 11	Palmas Del Mar Hotel, Bacolod
14	Developing Customer Satisfaction	September 22 - 25	Harbor Lights Hotel, Cagayan de Oro City
15	Core Competencies for HRMOs	September 22 - 25	Harbor Lights Hotel, Cagayan de Oro City
16	Towards Effective Managerial Competencies	October 20 - 23	Orchid Garden Hotel, Zamboanga City
17	Advanced HRM Skills	October 20 - 23	Orchid Garden Hotel, Zamboanga City
18	The HRM Officer: The Agency's Strategic Partner	November 17 - 20	La Carmela de Boracay, Malay Aklan
19	Motivating Adults to Learn	November 17 - 20	La Carmela de Boracay, Malay Aklan
20	National Conference	December 8 - 11	UMAK, Makati City

Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 31

URGING GOVERNMENT OFFICIALS AND EMPLOYEES ENGAGED IN THE ACTIVE PRACTICE OF HUMAN RESOURCE MANAGEMENT TO ATTEND CONFERENCES, SEMINARS, WORKSHOPS AND OTHER FORUMS CONDUCTED BY THE PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC. (POAP)

The Personnel Officers Association of the Philippines (POAP), an organization of government officials and employees actively engaged in the practice of personnel or human resource management (HRM) has been holding since 1957, human resource development (HRD) activities for HRM practitioners in the government bureaucracy.

To enhance the professional growth of government HRM practitioners and promote sound public personnel administration, POAP HRD courses shall continue to be held in harmony with those of the Civil Service Commission (CSC), the Department of Budget and Management (DBM) and the Local Government Academy of the Department of Interior and Local Government (LGA-DILG).

All heads of departments, bureaus and offices, including government-owned and/or controlled corporations (GOCCs) and their subsidiaries, government financing institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs), are encouraged to authorize their HRM personnel to attend POAP activities on official time with expenses, such as transportation allowances, per diems, registration fees, etc., at rates prescribed in accordance with current COA, CSC and DBM policies, chargeable against the funds of their respective agencies, subject to the usual accounting and auditing rules and regulations.

For the guidance and compliance of all concerned.

By authority of the President:



RONALDO B. ZAMORA
Executive Secretary

Manila, May 14, 1999.

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CERTIFIED COPY:



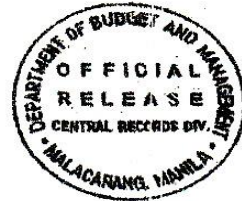
AURORA T. AQUINO
Director IV
Malacañang Records Office

5/14/99



REPUBLIC OF THE PHILIPPINES

Department of Budget and Management
Malacañang, Manila



NATIONAL BUDGET CIRCULAR

NO. 486

March 26, 2003

To : Heads of Departments, Bureaus, Offices and Agencies of the National Government, Including Government-Owned and/or Controlled Corporations, State Universities and Colleges, Local Government Units and All Others Concerned

SUBJECT : Amending National Budget Circular (NBC) No. 442, dated March 29, 1995 Relative to the Cost of Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions

1.0 Purpose

This Circular is being issued to amend NBC No. 442 on the cost of participation of government officials and employees in conventions, seminars, conferences, symposia and similar non-training gatherings sponsored by non-government and private organizations and adjusting the rates to cover the increasing expenses for the activity.

2.0 Paragraph 3.2 of said Circular is hereby amended to read as follows:

"3.2 The registration fee or charge for participation in said convention, seminar, etc. shall not exceed P1,200 per day per participant. Any amount in excess of the prescribed rate shall be at the expense of the participant."

3.0 Paragraph 3.5 of the same Circular is hereby reiterated; to wit:

"3.5 All expenditures for the purpose shall not exceed the annual appropriation for training and seminar expenses of agencies concerned and shall be subject to the usual accounting and auditing rules and regulations."

4.0 This Circular shall take effect immediately.


EMILIA T. BONCODIN
Secretary



REPUBLIC OF THE PHILIPPINES

Department of Budget and Management
Malacañang, Manila



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