



Invitation to accounting and taxation seminars (TRAIN law updated)

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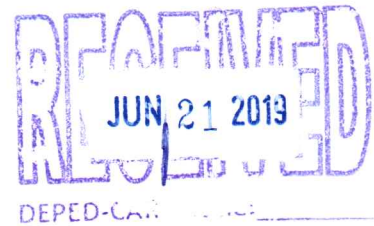
Fri, Jun 21, 2019 at 10:33 AM

BUSINESSCOACH, INC.

*Civil Service Commission (CSC) Accredited Learning and Development Institution
 Department of Tourism (DOT) Accredited Training Center
 Proud Member: People Management Association of the Philippines
 Philippine Society for Training and Development*

Fundamental knowledge in accounting and taxation are relevant to all businesses. Procedures, computations, recordings and payments should be done properly to help you plan and grow your company. The programs are for non-accountants and are made very simple, so you do not need to be a CPA to learn the concepts. BusinessCoach Inc. cordially invites you to attend its seminars. All programs are updated according to the TRAIN LAW.

How to Compute Salaries, Wages and Benefits - June 22 (P 3,000)
 Expanded Withholding Tax and Final Withholding Tax - June 24 (P 3,000)
 Latest Issuances for Effective Tax Compliance and Interpretation of Tax Laws: New Administrative Issuances and Latest Court Decisions - June 25 (P 3,000)
 Credit and Collection Management Seminar - June 26 (P 3,000)
 All About TRAIN Law and Latest BIR Implementing Regulations - June 28 (P 3,000)
 Financial Statement Analysis - July 2 (P 3,500)
 Business Taxation Made Easy - July 4-5 (P 7,000)
 Cash Flow Management and Forecasting - July 5 (P 3,500)
 Internal Control and Auditing - July 10 (P 3,500)
 Employee's Withholding and Fringe Benefits Tax - July 12 (P 3,500)
 Value Added Tax and Other Percentage Tax - July 15 (P 3,500)
 Bookkeeping and Basic Accounting - July 25-26 (P 7,000)
 Income Tax and Preparation of Income Tax Return (ITR) - August 16 (P 3,500)



SEMINAR FEE: Inclusive of am and pm snacks, lunch, seminar kit, handouts, and certificate of attendance.

RESERVATION: Phone reservation is required. Please call telephone 727-5628, 727-8860 or 701-7002.

SCHEDULE: Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of its events.

***WE ALSO CONDUCT IN-HOUSE TRAINING PROGRAMS AT YOUR CHOSEN VENUE AND SCHEDULE.**

BUSINESSCOACH SCHEDULE OF SEMINARS

ANNOUNCEMENT: From July 2019 onwards, fee for one-day seminar will be P3,500/participant. Early bird rate (payment at least 5 banking days before the event) is P3,000/participant.

For inquiries and reservation, please call:

- Bianca - 727.88.60
- Keah - 701.70.01
- Kath - 701.70.02
- Crystal - 727.56.28

As seats are limited, we only guarantee reservation to those who have paid the seminar fee before the scheduled event. Walk-in participants shall be waitlisted, and will only be allowed entry subject to availability of seats and training materials.

VENUE: Unit 201 Richbelt Tower, 17 Annapolis St., Greenhills, San Juan City, Metro Manila

TIME: 9:00 am to 4:00 pm

PAYMENT INCLUSIONS: AM and PM snacks, lunch, seminar kit, materials for hands-on, handouts, certificate

MODE OF PAYMENT:

- Deposit payment at Banco de Oro (BUSINESSCOACH, INC., Savings Account). FAX deposit slip (indicate name of participant and seminar title) to confirm reservation.
- On-site payment (CASH only)

HUMAN RESOURCE AND CORPORATE SKILLS TRAINING

Basic Contracts - June 28 (P 3,000)
 Performance Management System - June 29 (P 3,000)
 Competency-Based Salary Structure Design - July 1 (P 3,500)
 Onboarding: Creating the Best New Hire Experience - July 6 (P 3,500)
 Competency-Based Succession Planning - July 8 (P 3,500)
 Personality Development - July 8 (P 3,500)
 Conducting Interviews, Recruitment, and Selection Process - July 13 (P 3,500)
 Improving Performance Using Balanced Scorecard - July 15 (P 3,500)
 Creative Problem Solving and Decision Making - July 16 (P 3,500)
 Effective Employee and Labor Relations Management - July 17 (P 3,500)
 Human Resource Management Training - July 18 (P 3,500)
 Training the Trainers - July 18 (P 3,500)
 Six Sigma for HR Professionals - July 20 (P 3,500)
 How to Compute Salaries, Wages and Benefits - July 27 (P 3,500)
 Competency-Based Development of HR Policies and Procedures - August 5 (P 3,500)
 Training Needs Analysis - August 6 (P 3,500)
 Training Evaluation: Measuring the Impact of Training - August 10 (P 3,500)
 Fundamentals of Organizational Development - August 13 (P 3,500)
 Handling Grievance, Discipline, Termination and Dismissal - August 14 (P 3,500)
 Digital Recruitment Process, Tools and Best Practices - August 17 (P 3,500)
 Effective Company Culture Building - August 19 (P 3,500)
 Work Attitude and Value Enhancement (WAVE) Program - August 19 (P 3,500)
 Effective Change Management - August 27 (P 3,500)

MANAGEMENT AND LEADERSHIP TRAINING

Effective Time and Stress Management - June 24 (P 3,000)
 Managing the Millennials - June 24 (P 3,000)
 People Management Skills Training - June 24 (P 3,000)
 Professional Image Enhancement Workshop - June 26 (P 3,000)
 Fundamentals of Strategic Planning - June 26 (P 3,000)
 Basic Training for New Managers - June 28 (P 3,000)
 How to Deal with Office Politics - July 2 (P 3,500)
 Facilities Management Training - July 3 (P 3,500)
 Project Management Fundamentals - July 5 (P 3,500)
 Advanced Supervisory Skills Training - July 6 (P 3,500)
 Negotiation and Assertiveness Training - July 10 (P 3,500)
 Basic Leadership Training - July 11 (P 3,500)
 Effective Team Leaders' Guide to Teamwork and Team Building - July 12 (P 3,500)
 Employee Engagement and Motivation - July 19 (P 3,500)
 Effective Conflict Management - July 19 (P 3,500)
 Basic Supervisory Skills Training - July 20 (P 3,500)
 Coaching Skills Training to Improve Employee Performance - July 22 (P 3,500)
 Middle Management Training and Development - July 31 (P 3,500)
 Project Management for IT Professionals (SOFTWARE PROJECT MANAGEMENT) - August 24 (P 3,500)

- Company checks are accepted, provided that they are received at least five (5) banking days before the event.

CANCELLATION BY ATTENDEE:

Registrant may refund amount paid, with less 30% processing charge from the LISTED AMOUNT within 30 days, or opt to use the payment for a seminar of equal value within 60 days. Cancellation must be done at least 2 days before the event. Non-appearance or failure to inform us of cancellation will result to forfeiture of full amount paid.

CANCELLATION BY BUSINESSCOACH:

Registrant may refund full amount paid within 30 days, or may opt to use the payment for a seminar of equal value within sixty days of cancellation.

REFUND POLICY: Payment may be refunded upon presentation of the original copy of bank deposit slip and a valid ID. Cash refund is strictly implemented, and may be availed only at the BusinessCoach office in San Juan City, Metro Manila. BusinessCoach does not deposit refunds.

IN-HOUSE SEMINARS

We also conduct in-house seminars, at your location or chosen venue. Here are the reasons why you should avail our service:

- You can save money on travel expense, accommodation, and other allowances
- You can avail a program that is tailored, and will address your specific needs and requirements
- You can attend the seminar at the time and venue you choose
- You can be open to discussions, without the fear of problems in confidentiality or privacy

Take your company to the next level! Trust us, as we take pride in having trained more than 75,000 professionals. Let us know how we can be your partner in your continuing success.

Go ahead, email us. We'll be glad to assist you!

Effective Meeting Management - August 28 (P 3,500)

OFFICE AND ADMINISTRATIVE SKILLS TRAINING

Training for Receptionists - July 2 (P 3,500)
 Records and Filing Management - July 4 (P 3,500)
 Effective Office Administration - August 7 (P 3,500)
 Microsoft Office Excel (Intermediate) - August 17 (P 3,500)
 Training for Executive Assistants - August 23 (P 3,500)
 Electronic Records Management - TBA

SALES AND MARKETING

How to Handle Difficult Customers - June 26 (P 3,000)
 Effective Presentation Skills - July 2 (P 3,500)
 How to Handle Customer Complaints - July 8 (P 3,500)
 Competitive Selling Techniques - July 9 (P 3,500)
 Training for Store Frontliners - July 12 (P 3,500)
 Internet Marketing Seminar - July 13 (P 3,500)
 Customer Service Training - July 16 (P 3,500)
 How to Close a Sale - July 26 (P 3,500)
 Social Media Marketing for Businesses - July 27 (P 3,500)
 Effective Telemarketing and Cold Calling Techniques - August 27 (P 3,500)

COMMUNICATION AND PUBLIC RELATIONS

Effective Communication Skills Training - July 4 (P 3,500)
 Effective Business Writing - July 6 (P 3,500)
 Technical Writing for Beginners - July 29 (P 3,500)
 Telephone Skills Training - August 13 (P 3,500)

LOGISTICS

Effective Warehouse and Inventory Management - June 25 (P 3,000)
 Freight Forwarding and Multimodal Transport - June 29 (P3,000)
 Purchasing Management - July 4 (P 3,500)
 Import Procedures and Documentations - July 6 (P 3,500)
 Total Quality Management (TQM) Best Practices - July 11 (P 3,500)
 Supply Chain Management - July 13 (P 3,500)
 Production and Operations Management Fundamentals - TBA

ACCOUNTING AND TAXATION

Expanded Withholding Tax and Final Withholding Tax - June 24 (P 3,000)
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 Employee's Withholding and Fringe Benefits Tax - July 12 (P 3,500)
 Value Added Tax and Other Percentage Tax - July 15 (P 3,500)
 Bookkeeping and Basic Accounting - July 25-26 (P 7,000)
 Budgeting and Personal Finance - July 31 (P 3,500)
 Managing BIR Tax Assessments - August 9 (P 3,500)
 Income Tax and Preparation of Income Tax Return (ITR) - August 16 (P 3,500)
 Estate Planning Seminar - August 30 (P 3,500)

BUSINESS PROCESS

Credit and Collection Management Seminar - June 26 (P 3,000)
 Current Good Manufacturing Practices (cGMP) - June 29 (P3,000)
 How to Plan and Start a Business - July 5 (P 3,500)
 Collection Management and Strategies - July 5 (P 3,500)
 Six Sigma For Quality Improvement - July 9 (P 3,500)
 Kaizen Training for Continuous Improvement - TBA
 How to Implement 5S in the Workplace - TBA

EVENTS AND PARTY NEEDS BUSINESS

Basic Events Photography - June 27 (P 3,000)
 Wedding and Debut Planning and Coordination - July 8 (P 3,500)
 Events Management Training - July 12 (P 3,500)
 Events Hosting Techniques Workshop - July 15 (P 3,500)
 Balloons and Party Needs Business - July 17 (P 3,500)
 Starting a Flower Shop Business - August 6 (P 3,500)

HEALTH AND WELLNESS

Starting a Drugstore Business - June 29 (P 3,000)
 Starting a Spa - July 9 (P 3,500)

MONEY BUSINESS

How to Start a Micro-Lending Business - June 25 (P 3,000)
 Starting a Pawnshop Business - July 3 (P 3,500)
 How to Start a Money Changer Business - August 5 (P 3,500)

FOOD BUSINESS

Modern Restaurant Management and Operations - June 24 (P 3,000)
 Starting a Coffee Shop Business with Barista Training - June 26 (P 3,000)
 Cost Control of Food and Labor in Restaurants and Other Food Business - June 29 (P 3,000)
 Starting a Food Cart Business - July 4 (P 3,500)
 Starting a Catering Business - July 6 (P 3,500)
 How to Plan and Operate a Restaurant - July 13 (P 3,500)
 How to be a Canteen Concessionaire - July 20 (P 3,500)
 Food Safety: A Basic Training on HACCP - July 20 (P 3,500)

REAL ESTATE BUSINESS

- Building and Property Management - July 9 (P 3,500)
- How to Buy and Sell Real Estate Properties - July 11 (P 3,500)
- Starting a Property Rental Business - July 18 (P 3,500)
- Real Estate Marketing Seminar - July 25 (P 3,500)
- Condominium Management Principles and Practices - August 13 (P 3,500)
- Real Estate Property Appraisal - August 22 (P 3,500)

OTHER HIGH POTENTIAL BUSINESSES

- Hotel and Resort Operations and Management - June 25 (P 3,000)
- How to Start and Manage a Preschool or Day Care Center - June 25 (P 3,000)
- How to Start and Operate a Printing Press - June 27 (P 3,000)
- How to Start and Operate a Beauty Salon - June 28 (P 3,000)
- Starting a Travel and Tour Business - July 1 (P 3,500)
- Starting a Commercial Cleaning Business - July 2 (P 3,500)
- Starting a Corporate Giveaways or Souvenir Items Business - July 3 (P 3,500)
- Starting a Hardware and Construction Supplies Business - July 10 (P 3,500)
- How to Start and Manage a Security Agency - July 10 (P 3,500)
- Soap Making, Shampoo, Lotion, and Perfume Making Business - July 11 (P 3,500)
- How to Start and Operate a Laundry Business - July 13 (P 3,500)
- How to Set Up a Local Manpower Business - July 16 (P 3,500)
- How to Start and Manage an International Recruitment Agency - July 17 (P 3,500)
- How to Start a Trucking Business - July 20 (P 3,500)
- Starting a Water Refilling Station - July 25 (P 3,500)
- Starting a Silkscreen Printing Business - August 1 (P 3,500)
- Starting a Pet Shop Business - August 5 (P 3,500)
- How to Operate a Janitorial Business - August 6 (P 3,500)
- How to Start an Online Business - August 10 (P 3,500)
- Domestic Tour Packages and Ticketing - August 19 (P 3,500)
- Gift Wrapping, Gift Basket, and Ribbon Making - September 26 (P 3,500)
- Starting a Junk Shop and Scrap Trading Business - TBA

Schedule may change without prior notice. Please call to confirm.

Should you have questions or concerns, please don't hesitate to call us at (02) 727.88.60 / (02) 727.56.28 / (02) 701.70.01 / (02) 701.70.02 (Look for Ms. Keah or Ms. Aya), or kindly email us back. We will be very glad to accommodate you.

BusinessCoach, Inc.

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JUN 24 2019
D-CAR



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet



June 24, 2019

ADVISORY

**TO: Schools Division Superintendent
All Divisions
All Others Concerned**

For information. Interested participants may attend while on leave of absence subject to DepEd Order No. 9, s. 2005 entitled Instituting measures to increase time-on-task and ensuring compliance therewith.

HRDD/JPA/rca

BETTINA DAY TEC AQUINO
Assistant Regional Director