



Asian Association of School HRMD Practitioners, Inc. (AASHPI)

invites
School Heads, Directors, Administrators
HR & Accounting Practitioners, Deans
and Principals

Management Track Session 1

How to Achieve Desired Employee Performance in the Academe through Coaching and Mentoring

9:00 AM - 4:00 PM | January 28, 2016
Dr. Albert Lupisan

HR / Legal Track Session 2

How to Write Your Employee Manual: A Legal Guide for HR Practitioners

9:00 AM - 4:00 PM | January 28, 2016
Atty. Faustino Madriaga Jr.

Accounting Track Session 3

Understanding Taxation of Academic Institutions

9:00 AM - 4:00 PM | January 29, 2016
Mr. Lucas Torres Jr., CPA and
Mr. Raymund Francis Escala, MBA, CPA

HR / Legal Track Session 4

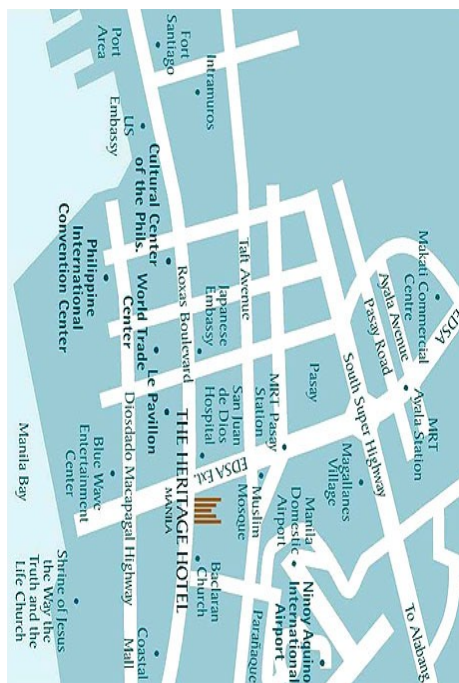
Legal Perspectives and Updates in Managing Employee Benefits in Schools

9:00 AM - 4:00 PM | January 29, 2016
Atty. Anna Maria "Ada" Abad

January 28-29, 2016
9:00 AM - 4:00 PM
Heritage Hotel
Roxas Blvd. cor. EDSA
Pasay City

On-site registration starts at 8:00 AM.

Register NOW!
Early Bird Rate
15% until
January 13, 2016
only



LEARNING SESSION VENUE MAP

Asian Association of School HRMD Practitioners, Inc. (AASHPI)
c/o Southville International School and Colleges
1281 Tropical Avenue corner Luxembourg Street,
BF International, Las Pinas City
Contact Numbers: (632) 825-6374 loc. 105/164
(632) 825-3985
Mobile Number: 0917-6626782
Email Address: aashpi.org@gmail.com
Website: www.aashpi.org.ph

Approved Permit Number
Business/Mall Permit
Number 32-1401-029
Entertainment Class/Mall at
Las Pinas City Post Office
Valid until December 31, 2015
Subject to Detail Inspection
(for printed matter only)

How to Achieve Desired Employee Performance in the Academe through Coaching and Mentoring

Session 1

January 28, 2016; 9:00am to 4:00pm
Heritage Hotel, Pasay City

Would you like to develop your employees' talents and competencies? Would you like to know how you can create a coach out of your managers? Knowing how to properly coach and mentor intrinsically motivates people to achieve high targets and performance.

A motivated employee demonstrates commitment. A better way to attain this is to create a pool of coaches that will increase motivation and drive among your employees. At the end of this session, the participants will be able to:

- understand the importance of coaching and mentoring for better employee engagement;
- create a program that will elevate employee performance through coaching and mentoring; and
- strategize by planning the appropriate coaching and mentoring methods for the schools.

COURSE OUTLINE:

- I. Coaching: A Strategic Tool for Effective Leadership
 - A. Fundamentals of Coaching
 - B. Important Qualities of a Coach
 - C. How Does Coaching Impact Performance
 - D. How to Coach Your Team
 1. Behavioral Styles and Support for Coaching
 2. Pitfalls to Avoid in Coaching
 - E. Transform Your Manager into a Coach
 - F. Best Practices in Coaching
- II. Deriving Value from Mentoring to Enrich Performance and Advance your Academic Career
 - A. Qualities of a Good Mentor
 - B. Importance of Mentoring
 - C. Rewards and Challenges of Mentoring
 1. Characteristics of a Successful Coaching Relationship
 2. Understanding Diversity in Schools
 3. How Mentoring Leads to Enriched Performance
 - D. How to Plan Your Mentoring Program
- III. Strategy and Planning Essentials for Managers and Coaches
- IV. Workshop

ABOUT THE SPEAKER:

Dr. Albert E. Lupisan is former College Director turned into a trainer and a coach. He has been coaching in various colleges and universities in the Philippines. He has been a program officer for more than a decade in a multi-cultural international organization, a training consultant in management programs, curriculum and instruction development, and an accomplished staff developer.

How to Write Your Employee Manual: A Legal Guide for HR Practitioners

Session 2

January 28, 2016; 9:00am to 4:00pm
Heritage Hotel, Pasay City

Why do schools need a manual? Why is there a need to update it?

Documentation, through a manual of processes and policies, is a must in any institution. It serves as the constitution of the organization which employees must follow.

Having a manual align practices that will establish a culture and proper governance for the institution. At the end of this session the participants will be able to:

- identify what manuals are needed by the institution;
- formulate a manual suitable for the organization; and
- be made aware of the legal considerations in making a manual.

COURSE OUTLINE:

- I. What are the Legal Considerations in Designing a Manual?
 - A. Education Law
 - B. Labor Law
- II. What are the Types of Manuals in Schools and their Relevance to HR?
 - A. Faculty Manual (Basic Education and College)
 - B. Non-Teaching Employee Manual
 - C. Code of Discipline
 - D. Administration Manual
 - E. HR Manual of Operations
- III. How to Create a Manual?
 - A. Identifying the Essential Parts of the Manual
 - B. Processes on How to Amend and Update the Existing Manual
 - C. Important Rulings / Policies that must be Included in Manual-Making
 - D. Special Rulings that must be Reflected in the Manual
- IV. Pitfalls to Avoid in Writing a Manual
- V. Workshop/ Case Study

ABOUT THE SPEAKER:

Atty. Faustino Madriaga Jr. has been a legal counsel for several schools in the country. He is also a management counsel/representative in labor arbitration, mediating to foster a congenial employee-management relations resulting to effective labor relations and industrial peace. He is a highly-rated and one of the crowd's favorite trainer/ speaker on legal topics delivered in schools and various conventions nationwide. Aside from his full-time legal functions as counsel and a corporate secretary/member of the board of several schools, Atty. Madriaga is an educator and a law school dean.

Understanding Taxation of Academic Institutions

Session 3

January 29, 2016; 9:00am to 4:00pm
Heritage Hotel, Pasay City**How different is taxation applied in schools than the corporation? What are the best practices in handling tax enforcement and passing BIR assessment?**

Paying taxes is inevitable to any organization. Having a full comprehension on how taxation works is extremely important in making informed decisions about what, when and how to do taxes efficiently.

Eliminate all the confusion in the application of taxation in schools. At the end of the session, participants will be able to:

- understand taxation in schools to maximize resources;
- learn strategies for handling tax enforcement for your employees;
- effectively plan to ensure school's passing in BIR assessment; and
- get updates on the latest BIR issuance.

COURSE OUTLINE:

- I. Overview and Types of Taxes
 - A. Definition and Nature of Taxation
 - B. What are the types of Taxes
 1. Income Taxation
 2. Value Added Tax
 3. Real Property Taxation
- II. Classification of Income Taxes Imposed in Educational Institutions
 1. Proprietary
 2. Non-Stock and Non-Profit
 3. Government
- III. Strategies in Handling Tax Enforcement
 - A. Taxes Applicable to Employees in Schools
 - B. How to Maximize the Employee Tax Shield in Schools
 1. Concept of Tax Shield
 2. Special Treatment of De Minimis and Other Fringe Benefits
 - C. Managing Delinquent Accounts and Bad Debts
 - D. How Legal Tax Reduction Works
- IV. Strategies in Passing Bureau of Internal Revenue (BIR) Assessment
 - A. How to Prepare for BIR Assessment
 - B. Common BIR Findings and Tips in Handling It
- V. Latest BIR Issuances
 - A. Revenue Memorandums and Circulars
 - B. Revenue Regulations

ABOUT THE SPEAKERS:

Raymund Francis A. Escala, MBA, CPA is the 2nd top notcher in the 2008 CPA Board Examination. He is an auditor, faculty, consultant and Accountancy board reviewer and a co-author of the book "Applied Auditing."

Lucas F. Torres Jr., CPA is an Accountancy board reviewer whose students garnered a 100% passing in the CPA examination. He is an Auditor for various schools managed locally and internationally. He is a faculty member of Southville International School and Colleges and Lyceum of the Philippines - Batangas.

Legal Perspectives and Updates in
Managing Employee Benefits in Schools

Session 4

January 29, 2016; 9:00am to 4:00pm
Heritage Hotel, Pasay City**How updated are you in terms of the legal perspectives in managing the benefits of your employees?**

Enrich your knowledge in managing the benefits of your employees. Go beyond benefits administration. Know the legal implications and proper applications in determining proper benefits your employees are entitled to.

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

- administer employee benefits in their institutions compliant to legal standards;
- enrich their knowledge on benefits administration; and
- discover best practices to avoid legal cases.

COURSE OUTLINE:

- I. Fundamentals of Benefits and Compensation
- II. Understanding the Concept of Non-Diminution of Benefits
- III. Legal Aspects of Benefits under the Labor Code
 - A. Mandatory Employee Benefits under the Philippine Laws
 - B. Understanding the Benefits of Part-time Employees
- III. Analysis of the Retirement Pay Law and Its Implications
 - A. Benefits of Full-time & Part-time Employees
 - B. How to Apply for a Retirement Plan
- IV. Labor Disputes Related to Benefits Administration
- V. Best Practices in Benefits Administration to Avoid Legal Cases
- VI. Workshop/ Case Study

ABOUT THE SPEAKER:

Atty. Anna Maria Abad is a Managing Partner of Abad, Abad and Associates Law Office. She is presently the Legal Counsel for the Philippine Association of Colleges and Universities (PACU) and a faculty member of various universities teaching Labor Relations Law, as well as Torts and Damages. She has been a resource person and a speaker for various Mandatory Continuing Legal Education (MCLE) programs and over a hundred seminars and workshops, dealing in Labor Law and Educational Law.



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

The Asian Association Committed to Build People and Institutions

REGISTRATION FORM

January 28 & 29, 2016, Heritage Hotel, Pasay 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 session/s Jan 28 Jan 29
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 Rate (Per Session)	**Regular Rate (Per Session)
Member	Php 2,500	Php 3,200
Non-Member	Php 3,200	Php 3,900
Cut-off of registration and payment	*Strictly up to January 13, 2016 ONLY	January 14, 2016 onward

Computation of Seminar Investment Fee:

Total Amount Due = Sum of Total Fees Per Seminar

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

January 28, 2016: SEMINAR SESSION TITLES

Session 1: How to Achieve Desired Employee Performance in the Academe through Coaching & Mentoring
(9AM-4PM)

Session 2: How to Write Your Employee Manual: A Legal Guide for HR Practitioners
(9AM-4PM)

January 29, 2016: SEMINAR SESSION TITLES

Session 3: Understanding Taxation of Academic Institutions
(9AM-4PM)

Session 4: Legal Perspectives and Updates in Managing Employee Benefits in Schools
(9AM-4PM)

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 St., BF International, Las Piñas City.

-or-

b) 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.

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.lora@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 15, 2016. **Non-appearance or failure to send notice as scheduled will result to forfeiture of full amount paid.**

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

Register now!
Discounted
rate is up to
January 13,
2016 only.

A must-attend for:

School Heads, Administrators,
Directors, Deans, Principals,
HR & Accounting
Practitioners

*Price is exclusive of the cost of delivery

COST OF BOOKS*

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