



# Asian Association of School Human Resource Management and Development Practitioners, Inc. (AASHPI)

## REGISTRATION FORM

14th National Convention  
Mallberry Suites, Cagayan De Oro, Northern Mindanao  
August 21-23, 2013

Name of School: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Address : \_\_\_\_\_ Fax No. : \_\_\_\_\_

**Please write in print. Delegates are advised to choose one concurrent track for August 22, 2013 session. Please specify chosen track number in the box provided. Thank you.**

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	Phone Number of Delegate	Concurrent Session Track No. ( 1 to 3)
1.						
2.						
3.						
4.						
5.						

**Concurrent Session Tracks for August 22, 2013:**

Track 1	Track 2	Track 3
<b><i>Outsourcing</i></b>	<b><i>Automation</i></b>	<b><i>Metrics</i></b>
<b>*Managing Outsource Services in the Academe</b>	<b>Strategic HR Move: Automating HR Systems</b>	<b>HR Metrics and Analytics to Ensure Productivity and Sustainability in the Academe</b>
<b><i>Ms. Arlyn Gatmaitan</i></b> Former Director for Administration, San Beda College Alabang	<b><i>Mr. Ramoncito Puyat</i></b> Lead Auditor, TUV Rheinland Philippines	<b><i>Dr. Melva M. Diamante</i></b> President, Southville Foreign University

**\*\* Delegates are advised that each track has a limited slot. The organizer may opt to re-assign participants to another track in case chosen track has reached its maximum number of attendees.**

<b>AASHPI Membership Fee:</b>	<b>June to Dec</b>
Individual	Php 700.00
Institutional	Php 1,000.00

<b>AASHPI BOOKS</b>	<b>COST OF BOOKS*</b>
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 Results Areas and Rubrics	Php 650
WPS: An Effective Tool for Organizational Efficiency	Php 550
Human Resource Management: Local and Global Perspectives	Php 398
<b>NEW</b> A Handbook on How to Develop Effective Performance Management System	Php 250
*Price is exclusive of the cost of delivery	

Printed Name and Signature of Authorizing Officer: \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_

**Please see back page for Seminar Investment Fees and Hotel Accommodations you may opt to book with for the convention. Thanks.**

## SEMINAR INVESTMENT FEE:

	Early Bird	Regular	Walk-In
Member	Php 7,500.00	Php 8,500.00	Php 9,000.00
Non-member	Php 8,000.00	Php 9,000.00	Php 9,500.00

- Early bird rate applies to participants who registered and paid on or before July 31, 2013.
- Regular rate applies to participants who registered and paid from August 1 to August 19, 2013.
- Walk-in rate applies to participants who will register and pay on August 20, 2013 or during the convention.

## TERMS AND CONDITIONS OF REGISTRATION AND PAYMENT

- 1)The Delegate is considered officially registered if he/she paid the total seminar investment fee. **Delegates shall pay the seminar investment fee applicable at the time of payment.** Mode of payment can be in cash or check (payable to AASHPI). Remittance of payment can be done through:
  - a)AASHPI Center c/o Southville International School and Colleges, 1281 Tropical Ave. cor. Luxembourg St., BF International, Las Piñas City.
  - b)Bank remittance to AASHPI Bank Account: S/A 3531-00289-3 Allied Bank, Aguilar Avenue Branch, Las Piñas City.
- 2)Delegates must send to telefax (02) 825-3985 or e-mail to [aashpi.org@gmail.com](mailto:aashpi.org@gmail.com) the registration form with validated and photocopied bank transaction slip.
- 3) Only acknowledged registration form with proof of payment will be recorded. Delegate/s are advised to call or e-mail the Secretariat for confirmation. Delegate/s must ensure that transmittals are acknowledged by the Secretariat.
- 4)All registration form without corresponding payment shall be treated as walk-in delegate/s and walk-in rate will be applied.
- 5)Seminar investment fee covers the following: convention kit, convention ID, certificate of participation, convention meals consisting of four (4) snacks and two (2) lunches, and free individual membership fee.
- 6)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. Refund of the amount paid will be less 40% processing charge. No refund will be made for cancellation after August 8, 2013. Non-appearance or failure to send notice as scheduled will result to forfeiture of full amount paid.

## HOTEL ACCOMMODATIONS:

These are the list of hotels with corresponding rates and contact details, delegate/s may consider to book for during the convention. **Delegates are advised to transact their hotel bookings with the respective hotel contact person.**

### Mallberry Suites (Beside Robinson's Mall, Limketkai Center, Cagayan Dr Oro)

ROOM CATEGORY	RATES (Php)	ROOM CATEGORY	RATES (Php)
Standard	1,980.00	Executive Deluxe	2,980.00
Superior	2,200.00	Junior Suite	3,300.00
Deluxe	2,400.00	Mallberry Suite	3,700.00
Executive Superior	2,780.00	Executive Junior Suite	3,900.00

- Rates are for single or double occupancy with breakfast and inclusive of 12% tax. Rates are subject to change without prior notice.
- For inquiries, please call (088) 854-1900/ (088) 854-2999/ (088) 854-3999.

### N Hotel (Iligan-Cagayan de Oro-Butuan Rd., Cagayan de Oro)

ROOM CATEGORY	RATES (Php)
Superior	2,900.00
De Luxe	3,200.00
Junior Suite	6,000.00

- Rates are for single or double occupancy and with complimentary breakfast, free use of swimming pool and fitness gym. Rates are subject to change without prior notice.
- For inquiries, call (088) 880-1924 to 25/ 0922-8018691/ 0922-8480260/ 0917-7965211 or email [sales@nhotel.com](mailto:sales@nhotel.com). For more details, please visit [www.nhotelcdo.com](http://www.nhotelcdo.com).

### De Luxe Hotel (Capt. Vicente Roa St., Cagayan de Oro City)

ROOM CATEGORY	RATES (Php)
Superior Double	1,250.00
Executive Single/ Double	1,850.00
Quadroom	2,450.00
De Luxe Suite	4,950.00

- Rates are subject to change without prior notice.
- For inquiries, call 0917-7077758 / 0922-8352099 / 088-8572144-45 / 08822-724548 or email [deluxehotel@gmail.com](mailto:deluxehotel@gmail.com) and look for Ms. Ruby L. Quicoy. For more details, please visit [www.deluxehotelcdo.com](http://www.deluxehotelcdo.com).