

Full Name:	Nickname:	Gender:	Birthdate:(mm/dd/yyyy)	
Position:		Telephone No.:	Fax No.:	
Organization:		Mobile No.:	Email Address:	
Department:		Office Address:		
Dietary Requirements (required):				
Please check [✓] the training programs or workshops you wish to attend:				
CIPD WORKSHOPS		TRAINING FEE	TRAINING DATE	WILL ATTEND
<b>BATCH 1</b>				
1. The Business Savvy HRBP (2 Days)		PHP 35,000 + VAT	March 19-20, 2019	
2. Mining Data for HR Insight (2 Days)		PHP 35,000 + VAT	June 18-19, 2019	
3. The Influential Partner (2 Days)		PHP 35,000 + VAT	August 6-7, 2019	
4. The Organizational Coach & Mentor (2 Days)		PHP 35,000 + VAT	November 5-6, 2019	
<b>BATCH 2</b>				
5. The Business Savvy HRBP (2 Days)		PHP 35,000 + VAT	May 7-8, 2019	
6. Mining Data for HR Insight (2 Days)		PHP 35,000 + VAT	July 3-4, 2019	
7. The Influential Partner (2 Days)		PHP 35,000 + VAT	September 3-4, 2019	
8. The Organizational Coach & Mentor (2 Days)		PHP 35,000 + VAT	December 3-4, 2019	

**HURIS Investment Savings**

**Troupe Rate**

**(Group Discount)**

*Mechanics:*

Rate is valid for 4 or more registrants from the same company for the same program and schedule.

- PHP 33, 500 + VAT

**Cumulative Rate**

**(Continuous Learner Discount)**

*Mechanics:*

Rate is valid on your 2nd and subsequent program registration within the calendar year.

- 2nd module: PHP 33,500 + VAT
- 3rd module: PHP 32,000 + VAT
- 4th module: PHP 30,000 + VAT

**Note: Discount Rates cannot be used in conjunction with other discount offers**

**MODE OF PAYMENT (Please check [✓]):** Note: Payment should be made at least two (2) weeks prior to the workshop date. After depositing your payment, please email [cipdprograms@huris.com.ph](mailto:cipdprograms@huris.com.ph) or fax to Telefax No. (02) 239-4825 or 746-2962 a copy of deposit slip. Kindly indicate name of attendees and company name for the issuance of the Official Receipt.

**Cash/Cheque**

Deposit in HURIS Bank Account:

- **Metrobank**, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 062-3-06224357-1), Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
- **Land Bank of the Philippines**, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 2311-0997-20), Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
- Any and all bank charges will be for the account of the participants.



Human Resource Innovations and Solutions, Inc.



- Deliver to HURIS office (Suite M3 Seven East Capitol Bldg., #7 East Capitol Drive, Barangay Kapitolyo, Pasig City 1603)

**Reminders:**

- Kindly submit BIR Form 2306 Certificate of VAT Withheld and BIR Form 2307 Certificate of Tax Withheld if VAT and Taxes will be withheld from the training fee.
- No payment, No Certificate policy will be applied.
- Statement of Account (SOA) will be sent via email or fax and the original SOA will be given on the first day of the training to the participants (as requested).

**TERMS AND CONDITIONS:**

1. Submission of an accomplished **Registration Form** is **strictly required** and this will serve as the **billing statement**.
2. Confirmation letters will be sent to all registered participants via email or fax at least 2 weeks before the training.
3. Upon receipt of the Registration Form, the participant's attendance is considered **confirmed**.
4. Payment should be made at least two (2) weeks prior to the workshop date. -  
*NOTE: Accommodations are not included.*
5. Official Receipts will be given on the 1<sup>st</sup> day of the training at the training venue.
6. If the participant is unable to attend the training due to unavoidable circumstances, an advice must be sent to HURIS office at least 2 weeks before the training proper.
7. Cancellations:
  - For paid participants, if cancellation notice/advice is received 2 weeks before the training proper, the training fee will be forfeited to defray the administrative and hotel reservation fees.
  - For participants who have not yet fully remitted their payment, changes/reschedule and cancellation will be charged of a total training fee to defray the administrative and hotel reservation fees.
  - Refund of training fees will not be allowed; although replacements, in lieu of the original registrant may be entertained, provided the request is done in writing 2 weeks before the training.
8. Dietary requirement should be advised prior to the training proper so as not to incur additional food expenses. Any food replacement during the training proper will be for the account of the participant.
9. Participants are requested to make their own travel and hotel arrangements. These are not covered by the training fees.
10. HURIS reserves the right to re-schedule programs if the minimum number of participants is not met at least 2 weeks before the training.

For more information, please call (02) 994-9792 or 661-5954 and look for Jaia or Harriet or email us at [cipdprograms@huris.com.ph](mailto:cipdprograms@huris.com.ph)

***I confirm that the information given by me is true and correct. I also confirm that I have read, understood and agreed to the Terms and Conditions contained in this Registration Form.***

\_\_\_\_\_  
Signature of Participant Over Printed Name



Human Resource Innovations and Solutions, Inc.