



RURAL BANKERS ASSOCIATION OF THE PHILIPPINES

Circular-Letter to All Rural Banks Series of 2010

The Rural Bankers` Association of the Philippines (RBAP) through its Rural Bankers Research and Development Foundation, Inc. (RBRDFI) is conducting a 1-day **Seminar - Effective Minutes Writing**, specifically for all rural bank Secretaries, Managers and Other Officers in the various regions of the country.

Effective Minutes Writing is designed to provide participants with all the important aspects of writing the minutes of a meeting. Attention is paid to the purpose, content, style and corporate and legal issues with focus further improve the skills required to make effective meeting minutes.

The seminar- workshop will be conducted at the Licaros Hall, 2nd Floor, RBAP Building, A. Soriano Jr. Avenue Cor. Arzobispo Street, Intramuros, Manila on the following date and time:

	Date	Time
First Offering	October 20,2010	8:30 am-5:30 pm

Participation in the seminar-workshop entails a registration fee of P2,500 per participant Inclusive of snacks (am and pm) and lunch. Payments (in cash or checks) may be made directly at RBRDFI or by remitting the amount to the savings deposit account of RBRDFI at the Land Bank of the Philippines Intramuros Branch. The Savings Account No. of RBRDFI is 0012-1046-26.

Due to the limited number of participants (35) set by the resource person per offering, acceptance of accomplished Nomination Forms (copy attached) is on a first-come-first-served basis. However, participation of rural banks' nominee/s is subject to the confirmation of acceptance of payments or proof of payments and approval by RBRDFI.

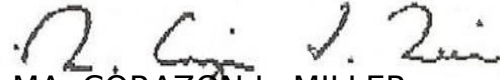
All participating rural banks are requested to make their reservations **soonest** and submit a copy of proof of payment together with the accomplished Nomination Forms **on or before** October 13, 2010.

Confederations and federations of Rural Banks who would like to host the conduct of the seminar workshop for their tellers in their localities are advised to inform RBRDFI immediately to avoid conflict on schedules with other interested confederations federations.

Our assigned training coordinators are ready to assist and coordinate with you or your staff regarding the seminar-workshop. They maybe contacted on the following information addresses:

Ms. Jaqueline B. Escote
Tel: 0918-2522062
Email: jack@rbap-org
Fax no: 527-2980

Ms. Marjorie M. Quirante
Tel.No.527-29-68/5272990
Email: marjquiran@y.com
Fax no.527-2969



MA. CORAZON L. MILLER
President

RURAL BANKERS RESEARCH & DEVELOPMENT FOUNDATION, INC.

NOMINATION FORM

Seminar Title:	SEMINAR- WORKSHOP ON EFFECTIVE MINUTES WRITING	Date:	October 20, 2010	Time:	8:30 AM to 5:30 PM
Venue:	Licaros Hall, RBAP Bldg. A. Soriano Ave. cor Arzobispo St., Intramuros, Manila				

To be completed by the employer/nominating agency/project leader

1. Employing Office Institution

2. Postal address of employing office/institution

3. Phone no/s. _____
4. Facsimile no/s. _____
5. E-mail Address: _____
6. Name/s and exact position/s held by nominee/s

Name	Position
1.	
2.	
3.	

Date

Signature Over Printed Name/
Position/President/Personnel Manager

PARTICIPANT'S PROFILE SHEET

SEMINAR- WORKSHOP ON EFFECTIVE MINUTES WRITING

Date: October 20, 2010 (Wednesday) (8:30 AM-5:30 PM)
**Venue: Licaros Hall, RBAP Bldg., A. Soriano Ave. cor. Arzobispo St.,
Intramuros, Manila**

PRINTED NAME: _____

NICKNAME: _____ **BIRTHDAY:** _____

RURAL BANK: _____

RB COMPLETE ADDRESS: _____

RB TEL. NO(S): _____ **RB FAX NO:** _____

E-MAIL ADDRESS: _____ **MOBILE NO** _____

EDUCATIONAL BACKGROUND

	Course/Degree	Institution	Year Graduated
Post Graduate			
College			

WORK EXPERIENCE: (Last 2 including Current Employment)

Company	Inclusive Year(s) of Employment	Position(s) Held