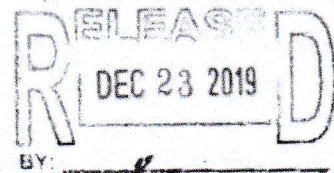




Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

DepEd RO III - RECORDS SECTION



December 17, 2019

ADVISORY


No. 350 _ s. 2019

TO : *Schools Division Superintendents*

FROM : *The Regional Director*

SUBJECT : **ACCOUNTING AND TAXATION SEMINARS (TRAIN LAW UPDATED)**

1. Please be informed that the BusinessCoach, Inc. will conduct different seminars on accounting and taxation seminars on different dates and venues.
2. Attached is the emailed letter of their schedule of seminars, for reference.


NICOLAS T. CAPULONG, Ph.D, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

HRDD1/hrdd2

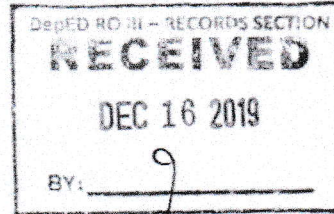


Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; **Email Address:** region3@deped.gov.ph



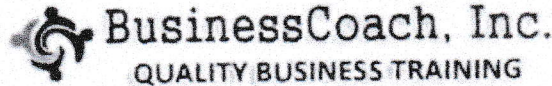
on to accounting and taxation seminars (TRAIN law updated)

COLAS CAPULONG <nicolas.capulong@deped.gov.ph>
To: Department of Education Regional Office III <region3@deped.gov.ph>



Sat, Dec 14, 2019 at 12:44 PM

Forwarded message
From: BusinessCoach <businesscoachphil.ads@gmail.com>
Date: Sat, Dec 14, 2019 at 12:30 PM
Subject: Invitation to accounting and taxation seminars (TRAIN law updated)
To: BusinessCoach <businesscoach.ads@gmail.com>



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.

- Bookkeeping and Basic Accounting - December 19-20 (P 7,000)
- Income Tax and Preparation of Income Tax Return (ITR) - December 20 (P 3,500)
- Financial Statement Analysis - December 21 (P 3,500)
- How to Compute Salaries, Wages and Benefits - December 21 (P 3,500)
- Cash Flow Management and Forecasting - January 8 (P 3,500)
- Business Taxation Made Easy - January 9-10 (P 7,000)
- Value Added Tax and Other Percentage Tax - January 10 (P 3,500)
- Internal Control and Auditing - January 15 (P 3,500)
- Employee's Withholding and Fringe Benefits Tax - January 17 (P 3,500)
- Credit and Collection Management Seminar - January 22 (P 3,500)
- Expanded Withholding Tax and Final Withholding Tax - January 24 (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 8727-5628, 8727-8860 or 8701-7002.

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	
<p>For inquiries and reservation, please call</p> <ul style="list-style-type: none"> • Bianca - 8727.88.60 • Keah - 8701.70.01 • Kath - 8701.70.02 • Crystal - 8727.56.28 	<p>HUMAN RESOURCE AND CORPORATE SKILLS TRAINING</p> <ul style="list-style-type: none"> Basic Contracts - December 20 (P 3,500) Digital Recruitment Process, Tools and Best Practices - December 21 (P 3,500) How to Compute Salaries, Wages and Benefits - December 21 (P 3,500) Competency-Based Salary Structure Design - January 6 (P 3,500) Competency-Based Succession Planning - January 13 (P 3,500) Personality Development - January 15 (P 3,500)

VENUE: Unit 201 Richbell 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)

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

Human Resource Management Training - January 15 (P 3,500)

Onboarding: Creating the Best New Hire Experience - January 18 (P 3,500)

Improving Performance Using Balanced Scorecard - January 20 (P 3,500)

Creative Problem Solving and Decision Making - January 21 (P 3,500)

Training the Trainers - January 21 (P 3,500)

Effective Employee and Labor Relations Management - January 22 (P 3,500)

Competency-Based Development of HR Policies and Procedures - February 3 (P 3,500)

Training Needs Analysis - February 4 (P 3,500)

Training Evaluation: Measuring the Impact of Training - February 8 (P 3,500)

Six Sigma for HR Professionals - February 8 (P 3,500)

Fundamentals of Organizational Development - February 10 (P 3,500)

Handling Grievance, Discipline, Termination and Dismissal - February 11 (P 3,500)

Work Attitude and Value Enhancement (WAVE) Program - February 12 (P 3,500)

Conducting Interviews, Recruitment, and Selection Process - February 15 (P 3,500)

Effective Change Management - February 18 (P 3,500)

Professional Image Enhancement Workshop - February 19 (P 3,500)

Effective Company Culture Building - February 19 (P 3,500)

Starting a Pet Shop Business - February 24 (P 3,500)

Labor Law Compliance for Business - February 27 (P 3,500)

Performance Management System - March 14 (P 3,500)

MANAGEMENT AND LEADERSHIP TRAINING

Fundamentals of Strategic Planning - December 20 (P 3,500)

Basic Training for New Managers - December 20 (P 3,500)

Advanced Supervisory Skills Training - January 4 (P 3,500)

Facilities Management Training - January 8 (P 3,500)

Middle Management Training and Development - January 8 (P 3,500)

Project Management Fundamentals - January 9 (P 3,500)

Effective Team Leaders' Guide to Teamwork and Team Building - January 10 (P 3,500)

Basic Supervisory Skills Training - January 11 (P 3,500)

Negotiation and Assertiveness Training - January 13 (P 3,500)

Basic Leadership Training - January 16 (P 3,500)

People Management Skills Training - January 17 (P 3,500)

Coaching Skills Training to Improve Employee Performance - January 20 (P 3,500)

Employee Engagement and Motivation - January 22 (P 3,500)

Effective Conflict Management - January 27 (P 3,500)

How to Deal with Office Politics - January 28 (P 3,500)

Effective Meeting Management - February 19 (P 3,500)

Managing the Millennials - February 24 (P 3,500)

Effective Time and Stress Management - March 23 (P 3,500)

OFFICE AND ADMINISTRATIVE SKILLS TRAINING

Electronic Records Management - December 16 (P 3,500)

Microsoft Office Excel (Intermediate) - December 21 (P 3,500)

Training for Receptionists - January 7 (P 3,500)

Records and Filing Management - January 30 (P 3,500)

Effective Office Administration - February 5 (P 3,500)

Training for Executive Assistants - February 17 (P 3,500)

SALES AND MARKETING

Effective Presentation Skills - January 7 (P 3,500)

company to the next level! Trust us, as
we 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!

Competitive Selling Techniques - January 14 (P 3,500)

How to Handle Customer Complaints - January 21 (P 3,500)

Customer Service Training - January 23 (P 3,500)

Training for Store Frontliners - January 24 (P 3,500)

How to Close a Sale - January 24 (P 3,500)

Effective Telemarketing and Cold Calling Techniques - February 11 (P 3,500)

How to Handle Difficult Customers - February 12 (P 3,500)

COMMUNICATION AND PUBLIC RELATIONS

Effective Business Writing - January 4 (P 3,500)

Effective Communication Skills Training - January 9 (P 3,500)

Technical Writing for Beginners - January 31 (P 3,500)

Telephone Skills Training - February 4 (P 3,500)

LOGISTICS

Import Procedures and Documentations - January 4 (P 3,500)

Purchasing Management - January 8 (P 3,500)

Supply Chain Management - January 11 (P 3,500)

Effective Warehouse and Inventory Management - January 14 (P 3,500)

Freight Forwarding and Multimodal Transport - January 18 (P 3,500)

ACCOUNTING AND TAXATION

Bookkeeping and Basic Accounting - December 19-20 (P 7,000)

Income Tax and Preparation of Income Tax Return (ITR) - December 20 (P 3,500)

Financial Statement Analysis - December 21 (P 3,500)

Cash Flow Management and Forecasting - January 8 (P 3,500)

Business Taxation Made Easy - January 9-10 (P 7,000)

Value Added Tax and Other Percentage Tax - January 10 (P 3,500)

Internal Control and Auditing - January 15 (P 3,500)

Employee's Withholding and Fringe Benefits Tax - January 17 (P 3,500)

Expanded Withholding Tax and Final Withholding Tax - January 24 (P 3,500)

Budgeting and Personal Finance - January 29 (P 3,500)

All About TRAIN Law and Latest BIR Implementing Regulations - January 31 (P 3,500)

Latest Issuances for Effective Tax Compliance and Interpretation of Tax Laws: New Administrative
Issuances and Latest Court Decisions - February 3 (P 3,500)

Managing BIR Tax Assessments - February 14 (P 3,500)

Estate Planning Seminar - March 27 (P 3,500)

BUSINESS PROCESS

Kaizen Training for Continuous Improvement - January 6 (P 3,500)

Collection Management and Strategies - January 7 (P 3,500)

How to Plan and Start a Business - January 10 (P 3,500)

Food Safety: A Basic Training on HACCP - January 11 (P 3,500)

Six Sigma For Quality Improvement - January 14 (P 3,500)

Credit and Collection Management Seminar - January 22 (P 3,500)

Current Good Manufacturing Practices (cGMP) - February 22 (P 3,500)

FOOD BUSINESS

Starting a Catering Business - January 4 (P 3,500)

Starting a Food Cart Business - January 8 (P 3,500)

How to Plan and Operate a Restaurant - January 11 (P 3,500)

Modern Restaurant Management and Operations - January 13 (P 3,500)

Cost Control of Food and Labor in Restaurants and Other Food Business - January 27 (P 3,500)

How to be a Canteen Concessionaire - February 15 (P 3,500)

EVENTS AND PARTY NEEDS BUSINESS

Starting a Flower Shop Business - January 7 (P 3,500)

Events Management Training - January 10 (P 3,500)

Wedding and Debut Planning and Coordination - January 15 (P 3,500)

Events Hosting Techniques Workshop - January 22 (P 3,500)

Balloons and Party Needs Business - January 22 (P 3,500)

HEALTH AND WELLNESS

Starting a Drugstore Business - December 21 (P 3,500)

Starting a Spa - January 14 (P 3,500)

MONEY BUSINESS

Starting a Pawnshop Business - January 27 (P 3,500)

How to Start a Micro-Lending Business - January 28 (P 3,500)

How to Start a Money Changer Business - February 19 (P 3,500)

REAL ESTATE BUSINESS

Real Estate Property Appraisal - December 19 (P 3,500)

How to Buy and Sell Real Estate Properties - January 9 (P 3,500)

Building and Property Management - January 14 (P 3,500)

Starting a Property Rental Business - January 16 (P 3,500)

Real Estate Marketing Seminar - January 23 (P 3,500)

Condominium Management Principles and Practices - February 27 (P 3,500)

OTHER HIGH POTENTIAL BUSINESSES

Starting a Water Refilling Station - December 19 (P 3,500)

Starting a Junk Shop and Scrap Trading Business - December 19 (P 3,500)

How to Start and Operate a Printing Press - December 19 (P 3,500)

Starting a Travel and Tour Business - January 6 (P 3,500)

Starting a Commercial Cleaning Business - January 7 (P 3,500)

Starting a Hardware and Construction Supplies Business - January 15 (P 3,500)

Starting a Corporate Giveaways or Souvenir Items Business - January 16 (P 3,500)

How to Start a Trucking Business - January 18 (P 3,500)

Hotel and Resort Operations and Management - January 21 (P 3,500)

How to Set Up a Local Manpower Business - January 21 (P 3,500)

How to Start and Operate a Laundry Business - January 24 (P 3,500)

How to Start and Manage a Preschool or Day Care Center - January 28 (P 3,500)

Soap Making, Shampoo, Lotion, and Perfume Making Business - January 29 (P 3,500)

How to Start and Manage an International Recruitment Agency - January 29 (P 3,500)

How to Operate a Janitorial Business - February 4 (P 3,500)

Starting a Silkscreen Printing Business - February 5 (P 3,500)

Domestic Tour Packages and Ticketing - February 14 (P 3,500)

How to Start and Operate a Beauty Salon - February 20 (P 3,500)

Starting a Pet Shop Business - February 24 (P 3,500)

Gift Wrapping, Gift Basket, and Ribbon Making - March 25 (P 3,500)

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

For concerns, please call us at (02) 8727.88.60 / (02) 8727.56.28 / (02) 8701.70.01 / (02) 8701.70.02 (Look for Ms. Keah or back. We will be very glad to accommodate you.

and have a nice day.

Sincerely,

BusinessCoach, Inc.

Unit 201 Richbelt Tower, 17 Annapolis St.,

Greenhills, San Juan City

Tel. +632 87275628 / +632 87278860 / +632 87017001 / +632 87017002

Fax: +632 87278860

Mobile Numbers: Globe: +63 9152050133 / Smart: +63 9083423162 / Sun: +63 9335647266 /

Globe: +63 9266220788 / Globe: +63 9159009294

Website: <http://businesscoachphil.com>

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