

## COURSE ON BASIC POLICY PROCESS Reservation Form

**Full Name :** \_\_\_\_\_  
**Nickname :** \_\_\_\_\_  
**Position :** \_\_\_\_\_  
**Agency/Office/Unit :** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Date of Reservation :** \_\_\_\_\_  
**Name and Signature of Nominating Officer :** \_\_\_\_\_

### TERMS AND CONDITIONS

**RESERVATION.** Reservation will be on a first come, first served basis. It may be made through phone (631-2146) or via email (cfg-pro@dap.edu.ph). The confirmation of slot however will be made only upon payment of the training fee. Walk-in participants will be entertained only if slots are still available on the first training day.

**PAYMENT.** Payments may be made through cash or check delivered to the Cashier's Office (3rd Floor, DAP Building, San Miguel Avenue, Ortigas, Pasig City), or by bank deposit. Check payments should be to the account of the Development Academy of the Philippines. Payments through bank deposit may be made through the Land Bank of the Philippines (Pasig City Capitol Branch) Savings Account No. 0671-0105-40 of the Development Academy of the Philippines. Kindly fax the deposit slip to (02) 631-2146 with the name of the organization and participant.

**CANCELLATION.** A 15% cancellation fee will be charged for reservations withdrawn within five (5) working days before the training date.

DAP reserves the right to re-schedule the course if the minimum number of participants is not met.

**Deadline of registration: March 11, 2016**

For queries and reservation, please contact  
**Ms. ANGELICA HERICO**  
Center for Governance-Policy Research Office  
Telephone No. 02-631-21-46  
Email: cfg-pro@dap.edu.ph

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