# NOMINATION FORM

Please write in capital letters.

By signing and submitting this form, the participant and agency/organization confirms agreement with the terms and conditions of availing the course/s stated herein.





NAME OF AGENCY/ORGANIZATION:	
ADDRESS:	
NAME OF NOMINATING OFFICER:	
POSITION:	LANDLINE NUMBER:
	MOBILE NUMBER:
SIGNATURE:	
NAME OF PARTICIPANT (LAST NAME, F	FIRST NAME, MIDDLE INITIAL):
COURSE TITLE:	<del></del>
	2 0 1 9 POSITION:
LANDLINE NUMBER:	MOBILE NUMBER:
NAME OF PARTICIPANT (LAST NAME, F	FIRST NAME. MIDDLE INITIAL):
COURSE TITLE:	
	2 0 1 9 POSITION:
EMAIL ADDRESS:	
	MOBILE NUMBER:
NAME OF PARTICIPANT (LAST NAME, F	FIRST NAME, MIDDLE INITIAL):
COURSE TITLE:	
	2 0 1 9 POSITION:
LANDLINE NUMBER:	MOBILE NUMBER:

# **GENERAL INFORMATION AND GUIDELINES**

## >>> TARGET PARTICIPANTS

The courses are open to all technical staff and officers of agencies and organizations.

## **ENROLLMENT AND CONFIRMATION**

Registration to the courses is on a first-come, basis. Kindly provide duly first-served accomplished and approved nomination forms to cfgtraining@dap.edu.ph or fax to (02) 631-2132 immediately and wait for notification within three days. Enrollment to the courses is ensured only upon confirmation of payment. Schedule of courses may change without prior notice.

## >> VENUE

All courses are non-residential.

## **»** PAYMENT

Course fee must be settled two weeks before the indicated dates. Discount rate may be applicable to early payments or groups of five participants per agency.

Payments may be made through:

- ♦ Cash
- ♦ Check payable to the Development Academy of the Philippines
- ♦ Bank deposit to Land Bank of the Philippines Savings Account 0671-0105-40.

email cfgtraining@dap.edu.ph)

#### MAXIMUM CLASS SIZE

DAP reserves the right not to accept nominees or walk-ins if the maximum number of enrolled participants for the course/s has been reached.

#### >>> REPLACEMENT OF PARTICIPANT

Replacement of participant may be allowed in case the enrollee will not be available for the availed course due to unforeseen event. However, email notification must be made at least three weeks before the course date. Otherwise, the slot will be forfeited.





#### CANCELLATION AND REFUND

A 15% cancellation fee will be charged to each enrollee for reservations withdrawn five working days before the course date.

(Scanned proof of payment should be sent thru 
The Academy reserves the right to cancel any course due to insufficient enrolment at least one week before the scheduled course date.

> The Academy is not responsible for any expenses incurred by the participant if the course is cancelled.

> No show and cancellation made within three working days before the course date shall not be entitled to a refund.

> If a course is cancelled due to force maieure (e.g. weather, natural disaster), the participant is entitled to reschedule for a future training course or a refund.

<sup>\*</sup> Agencies are enjoined to send three to five participants when enrolling to a course. This form may be reproduced.