

GUIDELINES FOR MIDYEAR and YEAR-END SEMINARS

1. OCULAR INSPECTION OF THE PLACE

- a. Make a cash advance one week before your scheduled ocular of the place
- b. Print out copy of teambuilding/seminar checklist
- c. Ask the owner of the venue if they have an official receipt
- d. See to it that the place is conducive for your seminar/activity (have checklist signed by the SMG representative, the SMO Staff, and the venue's manager after the inspection)
- e. Ask for their quotation (food and accommodation); Tell them to fax it to our office
FAX No. 536-0253; SMO Office, 5244611 loc. 738
- f. Return signed checklist to SMO office along with the itinerary/program

2. REQUIREMENTS FOR OUT-OF-TOWN SEMINAR

- a. Signed Ocular/Inspection Checklist
*Pls. include the venue map and list of participants
- b. Waiver forms signed by your parents/guardians
*Pls. submit to SMO 3 days before your departure
- c. Get copies of guidelines to be signed by all participants

3. PREPARATION OF PAYMENTS (Seminar venue & transpo rental)

- Prepare your letter of request for payment one week before your seminar .

SEMINAR VENUE

- a) 50% DP for seminar place upon confirmation of reservation of the place;
- b) 50% FP for seminar place to be given before departure

TRANSPO RENTAL FEE

- c) 50% DP for transpo rental fee upon confirmation of reservation
- d) 50% FP to be given before departure

4. CASH ADVANCE (anticipated expenses for your MIDYEAR / YEAREND SEMINAR)

- prepare a letter of request for Cash Advance
(include the breakdown of expenses)

5. Prepare the List of Participants to be attached in your letter of request to the Accounting Office.

6. Return all signed guideline/orientation forms to the SMO.

7. LIQUIDATION OF CASH ADVANCES & OTHER PAYMENTS

- liquidate after one week
- the accounting office will accept only the OFFICIAL RECEIPT NOT SALES INVOICE OR PROVISIONAL RECEIPT
- transpo & venue liquidation (Official receipts. Original Quotation and Original Contract will be forwarded to Accounting Office after your trip.