**CONFORME**

The undersigned hereby confirms and agrees to the following:

1. Enter name of activity coordinator. Ex: “Mr. Juan A. Ramos, CPA is hereby authorized to submit and coordinate the request for training with GPPB-TSO.
2. All Information provided in the online training request form and all documents submitted are consistent, true, and correct.

Should there be any discrepancy between the encoded details in the online training request form and the documents submitted (i.e. training request date), it is understood that the said training request will not be acted upon by the GPPB-TSO.

The GPPB-TSO reserves the right to revise the Program of Activities (POA) submitted if it does not comply with the number of days required (three days maximum for face-to-face learning sessions and five half-days maximum for online/ hybrid learning sessions) or if the modules therein are different from that which were chosen in the online training request submitted.

The GPPB-TSO likewise reserves the right to provide a different Resource Person should the preferred Resource Person, if any, is not available or has already exceeded the allowable engagements per month.

1. The activity coordinator shall process the payment for Honoraria to the GPPB Recognized Trainers in accordance with the [Budget Circular No. 2007-1 dated 23 April 2007](https://www.dbm.gov.ph/wp-content/uploads/2012/03/BC-2007-1.pdf) issued by the Department of Budget and Management (DBM).
2. Should the training/lecture require accommodation and transportation (including for the GPPB Recognized Trainers), it shall be shouldered by our agency/ association/ organization subject to existing budget rules and regulations.
3. Our agency/ organization/ association shall not finalize any reservation to any venue or issue any final order while the confirmation letter is not yet received from the GPPB-TSO.
4. Our agency/ organization/ association shall abide by all instructions regarding the participants’ registration and evaluation as indicated in subsequent confirmation letter that shall be sent by the GPPB-TSO.
5. Training certificates shall be prepared and signed by our agency/ organization/ association which shall include the training request code provided by the GPPB-TSO as a mark of recognition. The GPPB-TSO logo may be added to the said training certificate.

Said certificates shall only be issued to those participants who completed the evaluation.

1. Our agency/ organization/ association shall complete and submit the following post-training requirements, among others that may be indicated in the online form indicated in the aforementioned confirmation letter, within seven (7) working days from the last day of event/ training date:
   1. Resource Speaker Evaluation Results;
   2. Screenshot of accomplished Client Satisfaction Feedback Form (by Activity Coordinator only);
   3. Report on Questions and Answers during the Open Forum; and
   4. Accessible link where the electronic copies of issued certificates are stored.
2. I hereby agree that inaction or non-response to letters issued by GPPB-TSO requiring an action from my agency/organization/ office shall result in automatic withdrawal or forfeiture of the training request without any further communication required from the GPPB-TSO.
3. I hereby further agree that non-submission of the requirements and noncompliance/ non-adherence to the above statements/ requirements shall have an unfavorable effect in the processing of subsequent requests.

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| **Name and signature:** | enter full name of approving authority and place signature on top  enter designation |
| **Name of Agency/ Company:** | Enter agency/company/association name in full – no abbreviation, no acronym |
| **Date:** | Click or tap to enter a date. |