



PROCEDURE ON INSTITUTIONAL REGISTRATION AND PAYMENT

1. Send a letter addressed to **Dr. Brenda B. Corpuz**, PAFTE National President, signed by the University/College President or his/her authorized representative/focal person to be sent to her email address, 2brendacorpuz23@gmail.com and copy furnished **Dr. Milagros L. Borabo**, PAFTE National Executive Director through her email address, milagros_borabo@yahoo.com and **Dr. Imelda Cuartel**, PAFTE National Treasurer through her email address, financenewlpt.pafte2023@gmail.com indicating the following:
 - *the number and list of participants (Should there be changes, the focal person should inform PAFTE through mobile number 0927-343-1962 or email address financenewlpt.pafte2023@gmail.com).*
 - *the name and contact number of the focal person who will take full responsibility for the institutional payment*
2. Request the focal person to **accomplish the institutional registration Excel template** sent together with this letter. Make sure that the data are accurate.
3. For the issuance of the e-certificate, check if all the participants have submitted the evaluation forms. If an e-certificate has not been received, the concerned participant shall inform his/her focal person who shall take the responsibility of informing PAFTE through financenewlpt.pafte2023@gmail.com.

Inform the PAFTE National Treasurer through financenewlpt.pafte2023@gmail.com and/or call 0927-343-1962 if payment has been deposited. Attach a scanned copy of proof of payment (deposit slip or transaction slip). Indicate the name of the institution, the focal person, and contact details for the issuance of the electronic/official receipt.

4. Please send a copy of your scanned deposit slip with the name of the focal person, contact details, and school mailing address to financenewlpt.pafte2023@gmail.com
5. **As individual invoices will be issued to both online and onsite participants, please note that invoices will not be provided for payments made under institutional names.** Instead, an **acknowledgment receipt** will be issued upon request. If a hard copy is required, please allow **fifteen (15) calendar days** for processing. The requesting institution will be responsible for the shipping fee.