



**PHILIPPINE ASSOCIATION FOR TEACHERS & EDUCATORS (PAFTE), Inc.**

10-B Boston Street, Bgy. Kaunlaran, Cubao, Quezon City

Telefax Number: (02) 8 721-2715, (02) 8 727-3386

**PROCEDURE ON INSTITUTIONAL REGISTRATION AND PAYMENT**

1. Send a letter addressed to PAFTE National President (**fpespique@slu.edu.ph**) signed by the University/College President or his/her authorized representative/ focal person (copy furnished [imeldaecuartel@yahoo.com](mailto:imeldaecuartel@yahoo.com)) indicating the following:
  - *the number and list of participants (should there be changes, the focal person should inform PAFTE through thru mobile number **09273431962** or email address – **imeldaecuartel@yahoo.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 e-certificate has not been received, concerned participant shall inform his/her focal person who shall take the responsibility of informing PAFTE *thru* [event@pafte.org](mailto:event@pafte.org).
4. Inform PAFTE National treasurer thru e-mail ([imeldaecuartel@yahoo.com](mailto:imeldaecuartel@yahoo.com)) and/or call *09273431962* if payment has been deposited. Attach 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.
5. Please send a copy of your scanned deposit slip with the name of the focal person, contact details and school mailing address to [imeldaecuartel@yahoo.com](mailto:imeldaecuartel@yahoo.com).
6. For institutional payment, the original receipt will be issued to the institution. **No original receipt will be issued to the individual participant.**