

PROCEDURES ON INSTITUTIONAL REGISTRATION AND PAYMENT

for 12th PAFTE Midyear Convention
May 20-21, 2022
Via Microsoft Live

Theme: “Innovation: Where Collaboration, Creativity, and Technology Meet”

1. Send a letter addressed to PAFTE National President (brendacorpuz23@gmail.com) signed by the University/College President or his/her authorized representative/ focal person (copy furnished mel.julianes@ucc-calooacan.edu.ph) indicating the following:
 - *the number and list of participants using the template at www.pafte.org (should there be changes, the focal person should inform PAFTE through thru mobile number 09062020364 or email address – mel.julianes@ucc-calooacan.edu.ph.*
 - *the name and contact number of the focal person who will take full responsibility for the institutional payment*
2. Let the focal person check if all the participants from their institution have received the **webinar link within seven days before the convention**).
3. Check if all the participants have submitted the evaluation forms for the issuance of the e-certificate. If e-certificate has not been received, concerned participant shall inform his/her focal person who shall take the responsibility of informing PAFTE *thru mobile number 09462599471*.
4. Inform PAFTE National treasurer thru e-mail (mel.julianes@ucc-calooacan.edu.ph) and/or call 09062020364 if payment has been deposited. Attach scanned copy of proof of payment (deposit slip or transaction slip). **If payment is made by the institution, the official receipt shall be issued to the institution.** Indicate the name of the institution, the focal person and contact details for the issuance of the electronic/ official receipt.
5. For the issuance of the original receipt, please send a copy of your eOR, name of the focal person, contact details and school mailing address.