



GALERIO ENVIRONMENTAL CONSULTANCY

Davao Office: Door 1, G/F, Bldg. 2, Matina I.T. Park, McArthur Highway, Matina, Davao City, 8000

Manila Office: 7th Floor, Ascott Makati, Glorietta 4, Ayala Center, Makati City, 1224

Contact No. +63 917 718 0832 Telephone No. (082) 224-3197 | +63 02 8651 - 6697

E-mail Address: info@galerioenvi.com Website: galerioenvi.com

September 2023

The President/General Manager/Mayor

Subject: Invitation for an Online One-day (8 hours) Basic Training Seminar for Managing Heads

Dear Sir/Madam:

Greetings!

The Galerio Environmental Consultancy (GEC) has been granted recognition by EMB Central Office as Training Organization for Pollution Control Officers under DENR Administrative Order (DAO) No. 2014-02 or the Revised Guidelines for PCO Accreditation that will offer the 40-hour training on Basic Course for PCO Category A and B and 8-hour Environmental Management Training for Managing Heads (Certificate of Recognition bearing COR No. 2023-18-R dated 3rd day of August 2023.)

In this connection, we are respectfully inviting you or your Managing Head this coming **17 October 2023** to attend the said training/seminar. The seminar fee is **P1,800.00** per participant inclusive of all seminar materials.

Requirement for acceptance to the online Managing Head training (access to ZOOM Link):

- Filled out a registration form via Google Forms through this **LINK: <https://forms.gle/pk7bW4cosqhrMofy6>**
- Proof of Payment of the Training Fee /P1,800.00 pesos (scanned copy or photo may be sent thru email trainings@galerioenvi.com or GEC Facebook Page). Moreover, please settle the aforesaid amount on or before the date of the seminar.
- Payment may be transferred online or maybe deposited through this bank account:

Bank Name	Account Name	Account Number
Land Bank of the Philippines	Galerio Environmental Consultancy	5911016291
Security Bank	Galerio Environmental Consultancy	0000020590961
GCash	Jeffrey B. Galerio	0917-710-2554
Palawan Pawnshop	Galerio Environmental Consultancy	n/a
<i>*Kindly indicate the name/s of participating person upon sending the proof of payment</i>		
<i>*Please send us a copy of the proof of payment thru this email: trainings@galerioenvi.com or GEC Facebook Page</i>		

Should you decide to attend, please feel free to contact our Office thru our Telephone No. **082-321- 2699 / 0917-718-0832** and look for me or you can visit our Facebook page Galerio Environmental Consultancy.

Respectfully yours,


ROBEEN JOHN A. GERODIAZ

Training Facilitator & Seminar Focal Person
Project Coordinator

Noted by:


NESTOR V. PATNUGOT

Training Supervisor



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Terms and Conditions

Private Professionals

1. Down-payment required before the training/ seminar date is **Php 500.00** (Non-refundable).
2. Remaining balance must be settled before or upon claiming the training/seminar certificate.
3. Training Kit and Certificate will not be released unless full payment has been made. Proof of payment must be presented upon claiming the Training Kit and Certificate.
4. Double check the spellings of data upon registration. Once the certificate is printed, only the corrected electronic/soft copy will be provided.
5. The training fee is **tax inclusive**.
6. Date of BIR Form 2307 must be same w/ the date of payment.
7. Payment for Bank Charge or Transfer fee is not included in the training fee and will be shouldered by the participant/s.

Government Officials

1. Down-payment required before the training/ seminar date is **Php 500.00** (Non-refundable). We will also accept Purchase order or Letter of Authority (LOA) to guarantee your slot in the training/seminar.
2. Remaining balance must be settled before or upon claiming the training/seminar certificate.
3. Training Kit and Certificate will not be released unless full payment has been made. Proof of payment must be presented upon claiming the Training Kit and Certificate.
4. Double check the spellings of data upon registration. Once the certificate is printed, only the corrected electronic/soft copy will be provided.
5. The training fee is **tax inclusive**.
6. If the training fee is deducted with withholding tax, please provide a copy of form 2307. The accounting office of GEC will re-check and re-validate the computation.
7. Date of BIR Form 2307 must be same w/ the date of payment.
8. Payment for Bank Charge or Transfer fee is not included in the training fee and will be shouldered by the participant/s