

# HOW TO REGISTER FOR THE PS-PHILGEPS WORKSHOP WITH MERCHANTS

*Date/Time: October 2, 2015; 8:00 am to 4:00 pm*

*Venue: Hotel H2O Manila, Roxas Blvd., Manila*

*Fee: P500.00 per participant to cover Info Kit/Workshop Materials/Meals/Certificate*

1. Fill out the attached Registration Form;
2. Pay the registration fee of P500 per participant at the PS Cashier or the PhilGEPS Cashier or thru LandBank (using the Oncoll Payment Slip); secure Official Receipt (O.R.) for the transaction;
3. Email the Registration Form and O.R. or the validated Oncoll Payment Slip to [mlozano@philgeps.gov.ph](mailto:mlozano@philgeps.gov.ph) or [fsalvador@philgeps.gov.ph](mailto:fsalvador@philgeps.gov.ph);
4. PS-PhilGEPS will send a confirmation email to inform you of the acceptance of your registration;
5. PS-PhilGEPS will email the final list of confirmed participants in the workshop and the Programme on September 25, 2015.

Note: Merchants may also proceed to the PS and PhilGEPS offices and ask to be assisted in the registration by Ms. Pearl Marie V. Rasgo of the PS BAC Secretariat or Ms. Mildred P. Lozano and Ms. Frances Salvador of the PhilGEPS.

**Deadline of registration is on September 28, 2015.**