

Metals Industry Research and Development Center
Technology Diffusion Division
INDUSTRIAL TRAINING SECTION
Gen. Santos Ave., Bicutan, Taguig, Metro Manila
Tel. Nos.: 837-0431 to 38 locals 464/465/467 or 837-0764
Fax Nos.: 837-0430/837-0764 • E-mail address: trainings@mirdc.dost.gov.ph

RESERVATION FORM

(No. _____)

Company Name: _____
Company Address: _____
Tel. No/s: _____ Fax No.: _____
E-mail Address: _____
Product Line/s: _____

Schedule/s	Title of Program/s	Name of Participant/s	Position	Educational Attainment

REGISTRATION INFORMATION:

- Payment must be made on the **FIRST DAY OF SEMINAR**.
- MIRDC is a regular government agency and Non-VAT registered. Therefore, client shall pay in full as quoted, i.e. **NO DEDUCTION/WITHOLDING TAXES**.
- If a registrant is unable to attend, a replacement is welcome. **CANCELLATION** will be accepted if made **THREE (3) DAYS BEFORE** the start of the seminar. Thereafter, a 20% will be charge to cover expenses incurred. Registrants who **FAIL** to attend and/or cancel on the **FIRST** day will be liable for the **FULL SEMINAR FEE**.
- MIRDC reserves the right to cancel any of its programs due to unforeseen circumstances. Please confirm your reservation/s at least **ONE WEEK BEFORE** the scheduled program.
- Seminar reservation/s will be considered **OFFICIAL UPON RECEIPT** of the duly accomplished reservation form.
- A Certificate of Completion will be given to participants with **75%** attendance to the seminar.

Approved by:

Signature over Printed Name
Position: _____
Date: _____