



CERTIFICATION COURSE FOR COMPLIANCE OFFICERS

Summary of Schedule and Lecturers

Day 1:	Wednesday, March 2, 2022	* 1:30PM - 4:45PM - Atty. Danny E. Bunyi
Day 2:	Thursday, March 3, 2022	* 1:30PM - 4:45PM - Atty. Danny E. Bunyi
Day 3:	Friday, March 4, 2022	* 1:30PM - 4:45PM - Atty. Danny E. Bunyi
Day 4:	Monday, March 7, 2022	* 1:30PM - 4:45PM - Atty. Justina F. Callangan
Day 5:	Friday, March 11, 2022	* 1:30PM - 5:00PM - Atty. Justina F. Callangan
Day 6:	Monday, March 14, 2022	* 1:30PM - 4:45PM - Atty. Emmanuel Y. Artiza, CPA
Day 7:	Wednesday, March 16, 2022	* 1:30PM - 4:45PM - Atty. Adrian S. Bustos
Day 8:	Friday, March 18, 2022	* 9:00AM - 11:15AM - Atty. Teodoro Y. Kalaw IV
Day 9:	Thursday, March 24, 2022	* 1:30PM - 3:00PM - John Macasio
Day 10:	Friday, March 25, 2022	* 1:30PM - 4:45PM - Former Commissioner, Amabelle C. Asuncion - Atty. Danny E. Bunyi
Day 11:	Tuesday, April 5, 2022	* 2:00PM - 4:00PM - Online Awarding of Certificates

COURSE OUTLINES

Day 1: Wednesday, March 2, 2022 (from 1:30 pm to 4:45 pm)

Resource Speaker: Atty. Danny E. Bunyi

A. Introduction And Understanding Compliance

- What is corporate compliance?
- What are the benefits of its introduction?
- Who is responsible for managing it?
- Location of the compliance function
- Integration or independence of compliance function?
- Characteristics of an effective compliance officer
- Legal basis for the requirement of a Compliance Officer (CO)
- Express duties or obligations of a CO
- The basic duties and responsibilities of a Compliance Officer
- Consequences of Non-compliance and its Ramification
- Sanctions
 - Administrative
 - Civil
 - Criminal

Day 2: Thursday, March 3, 2022 (from 1:30 pm to 4:45 pm)

Resource Speaker: Atty. Danny E. Bunyi

B. Developing A Corporate Compliance Programme

- An optimal compliance architecture
- Fostering a culture of accountability
- Business Ethics and Code of conduct - Policies and procedures
- Best practices & principles on Monitoring and Auditing
- Business Ethics vs. Code of Conduct
- Ethics and corporate accountability: Sarbanes- Oxley
- Benefits of a commitment to sound business ethics
- Case studies of good and poor governance (maybe 2 cases for each)

Day 3: Friday, March 4, 2022 (from 1:30 pm to 4:45 pm)

Resource Speaker: Atty. Danny E. Bunyi

C. Compliance And Business Ethics

- What is ethics?
- Ethics and corporate accountability: Sarbanes- Oxley
- Benefits of a commitment to sound business ethics
- Corporate ethics guidelines
- Case studies of good and poor governance (maybe 2 cases for each)
- International responses to the problems of money laundering economic crime, cyber-sabotage and terrorism

D. Compliance and the Role of Corporate Governance

- What is governance?
- The corporate constitution and governance structures
 - The Role of the Board: Fiduciary Responsibility
 - Duties and Responsibilities of the Board as a body
 - The Role of Non-Executive Directors including Independent Directors
 - Management Function
 - The Board Committees
- Protection of stakeholder interests
- Disclosure versus Confidentiality

Day 4: Monday, March 7, 2022 (from 1:30 pm to 4:45 pm)

Resource Speaker: Atty. Justina F. Callangan

- SEC Most Recent Issuances on Corporate Governance
 - For PLCs
 - For Registered Issuers and Public Companies
 - SEC Secondary Licensees
- Related Party Transactions
- Use of various SEC Compliance Forms

Day 5: Friday, March 11, 2022 (from 1:30 pm to 5:00 pm)

Resource Speaker: Atty. Justina F. Callangan

Note: This is a public webinar wherein CGBP will require participants in this program to attend. No additional fee required to attend this public webinar.

- Revised Corporation Code of the Philippines

Day 6: Monday, March 14, 2022 (from 1:30 pm to 4:45 pm)

Resource Speaker: Atty. Emmanuel Y. Artiza, CPA

- SEC Financial Reporting Rules for Compliance Officers
- Various SEC forms attached to the Audited Financial Statements

Day 7: Wednesday, March 16, 2022 (from 1:30 pm to 4:45 pm)

Resource Speaker: Atty. Adrian S. Bustos

- Practical Tax Compliance
- Introduction
 - Focus and Importance
 - Taxes Covered
 - Tax Authorities of the Philippines
- Business Registration
 - Considerations and Options
 - General Process and Requirements
 - Tax Incentives under Special Laws
- Compliance and Computation
 - Bookkeeping
 - Modes of BIR Tax Filings
 - Income Tax
- Value-Added Tax (VAT)
- Percentage Tax
- Withholding Tax on Compensation (WTC)
- Creditable Withholding Tax (commonly referred as Expanded Withholding Tax [EWT])
- Final Withholding Taxes (FWT)
- LGU Business Tax
- Other Taxes
- Other Filings
- Payment of Taxes
- Penalties
- Tax Audit and Assessment
- Audit and Investigation
- Assessment and Collection
- Judicial Processes
- Business Closure
- Importance of Proper Closure
- General Process and Requirements

Day 8: Friday, March 18, 2022 (from 9:00 am to 11:15 am)

Resource Speaker: Atty. Teodoro Y. Kalaw IV

- Sustainability Reporting Management for Publicly-Listed Companies
 - The Concept of , and Business Case for, Sustainability
 - Sustainability Reporting Process & Compliance for PLCs

Day 9: Thursday, March 24, 2022 (from 1:30 pm to 3:00 pm)

Resource Speaker: John Macasio

- Data Privacy Compliance

Day 10: Friday, March 25, 2022 (from 1:30 pm to 4:45 pm)

Resource Speaker: Former Commissioner, Amabelle C. Asuncion
Atty. Danny E. Bunyi

- Philippine Competition Commission (Former Commissioner, Amabelle C. Asuncion)
- Anti-Money Laundering Act (AMLA) Compliance (Atty. Danny E. Bunyi)

Day 11: Tuesday, April 5, 2022 (from 2:00 pm to 4:00 pm)

Online Awarding of Certificates

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