



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

11985

September 22, 2023

**REGIONAL MEMORANDUM**  
CLMD-2023- **1018**

**PARTICIPATION TO THE GRAND CLOSING CEREMONY  
OF THE BETTER LIFE PROJECT**

To: Schools Division Superintendents  
(Leyte and Tacloban City Divisions)  
Chief, CLMD, DepEd Regional Office VIII  
All Others Concerned

1. In reference to the official communications from the National Project Officer of the United Nations Educational, Scientific, and Cultural Organization (UNESCO) received by this Office on September 20, 2023, and from the International Cooperation Office (ICO), Department of Education (DepEd), Central Office on September 8, 2023, requesting our participation during the **Grand Closing Ceremony of the Better Life Project** on **October 6-7, 2023** in Manila, the following DepEd Regional Office VIII official and personnel shall be at the designated venue as scheduled, to wit:

- (a) DR. EVELYN R. FETALVERO, CESO IV, Regional Director; and
- (b) DR. ALFREDO P. CAFÉ, EPS, Regional ALS Focal Person.

2. In addition, the participation of two Alternative Learning System (ALS) teachers and two other ALS learners from Leyte and Tacloban City Divisions is called for. The concerned Schools Division Superintendents, through their ALS focal persons, shall therefore confirm the attendance of their respective participants to the Regional ALS focal person via email at [alfredo.cafe@deped.gov.ph](mailto:alfredo.cafe@deped.gov.ph).

3. There is **no registration fee**. The participants' airfare, board and lodging, and incidental expenses during the event will be shouldered by the UNESCO, while land trips and other expenses relative to this activity which are not covered by the organizer shall be charged against the downloaded ALS Program Support Funds at the respective offices, subject to the usual accounting and auditing rules and regulations.

4. All other details are stipulated in the above-mentioned communications from the UNESCO and the ICO.

5. Immediate dissemination of and compliance with this Memorandum are desired.



*fr* **EVELYN R. FETALVERO, CESO IV**  
Regional Director *fr*

Enclosures: None  
References: As Stated  
To be indicated in the Perpetual Index under the following subjects:  
**ALS BETTER LIFE PROJECT CONFERENCES**  
CLMD-APC





Alfredo Cafe <alfredo.cafe@deped.gov.ph>

**SIGNED MEMO\_ INVITATION TO THE CLOSING CEREMONY OF PROJECT "BETTER LIFE FOR OUT- OF-SCHOOL GIRLS TO FIGHT POVERTY AND INJUSTICE IN THE PHILIPPINES" October 6-7, 2023 MANILA**

SEP 20 2023  
8756  
Wed, Sep 20, 2023 at 12:19 PM

**ALQUITRAN, Remegio** <r.alquitran@unesco.org>  
To: "alfredo.cafe@deped.gov.ph" <alfredo.cafe@deped.gov.ph>  
Cc: EVELYN FETALVERO <evelyn.fetalvero@deped.gov.ph>, "Kurnia, Ade Ayu" <aa.kurnia@unesco.org>, "Mae Loreto, Nikka" <n.mae-loreto@unesco.org>

Dear Sir Fred,

Here's the reinforcement as to the information to invite ALS teachers and learners from Deped Region VIII.

Looking forward to receive the names of the ALS teachers and learners from Tacloban City and Palo (Leyte) soonest.

Thank you and kind regards,

Redj

=====

**Remegio "Redj" A. Alquitran**

National Project Officer

Education Unit

UNESCO Jakarta

*Better Life for Out-of-School Girls to Fight Against Poverty and Injustice Project*

c/o Department of Education Regional Office VIII

Brgy. Candahug, Palo, Leyte, Philippines

Email: [r.alquitran@unesco.org](mailto:r.alquitran@unesco.org)

Mobile: +63-9952500834



**From:** DAVEDINAH COMETA <davedinah.cometa@deped.gov.ph>

**Sent:** Wednesday, September 20, 2023 11:54 AM



**To:** DARIUS NIETO <darius.nieto@deped.gov.ph>; Ferdinand Narciso <ferdinand.narciso@deped.gov.ph>; Ginno Jhep Pacquing <ginnojhep.pacquing@deped.gov.ph>; MICHAEL GIRARD ALBA <michael.alba@deped.gov.ph>; Wilbert Ulpindo <wilbert.ulpindo001@deped.gov.ph>; Liza Marie Victoria Dillena <liza.dillena@deped.gov.ph>; MARIA CRISTINA BAROSO <mariacristina.baroso@deped.gov.ph>; Ma. Lira Cynthia Quejada <maliracynthia.quejada@deped.gov.ph>; MELISSA PARADELA <melissa.paradela@deped.gov.ph>; Eden Dadap <eden.dadap001@deped.gov.ph>; ROWENA BALSAMO <rowena.balsamo@deped.gov.ph>; Ricardo Dragon <ricardo.dragon@deped.gov.ph>; ALIM MAGUINDANAO <alim.maguindanao@deped.gov.ph>; ismael ngitngit <ismael.ngitngit001@deped.gov.ph>; ADRILENE MAE CASTANOS <adrikenmae.castanos@deped.gov.ph>; NCR Joan Pedroche <joanpedroche.deped@gmail.com>; mayclaire jimenez <mayclaire.jimenez@deped.gov.ph>

**Cc:** ALQUITRAN, Remegio <r.alquitran@unesco.org>; Mae Loreto, Nikka <n.mae-loreto@unesco.org>; Kurnia, Ade Ayu <aa.kurnia@unesco.org>; International Cooperation Office <ico@deped.gov.ph>; Jaymee Grace Carreon <jaymee.carreon@deped.gov.ph>; Sandra, Ade <a.sandra@unesco.org>

**Subject:** Re: SIGNED MEMO\_ INVITATION TO THE CLOSING CEREMONY OF PROJECT "BETTER LIFE FOR OUT-OF-SCHOOL GIRLS TO FIGHT POVERTY AND INJUSTICE IN THE PHILIPPINES" October 6-7, 2023 MANILA

CAUTION: This email is external from UNESCO. Please be vigilant on its sender and content. ATTENTION : Cet e-mail est externe à l'UNESCO. Soyez vigilant sur son expéditeur et contenu.

Dear Regional Partnership Focal Persons:

We would like to follow up the confirmation of attendance per region for the following participants:

**1 Regional Director**

**1 Regional ALS Focal Person**

**5 ALS Teachers per region, except Region VIII and NCR**

**For DepEd Region VIII: 4 ALS teachers and 4 ALS Learners**

**For NCR: 20 ALS Teachers and 20 ALS Learners**

For confirmed participants, please accomplish the travel statement and vendor form and provide your preferred flight details for UNESCO to book your airline tickets for the October 6-7 closing event in Manila. UNESCO will also deposit/transfer your DSA allowance for hotel and food expenses to your bank account stated in the vendor form. In the event that DSA will be credited to your account after the event, we are requesting for each participant to pay first the hotel accommodation.

Thank you so much!

**DAVEDINAH COMETA**

Project Development Officer

External Partnerships Service/International Cooperation Office

Department of Education Central Office

Room 118 Ground Floor Mabini Building, DepEd Complex Meralco Ave., Pasig City

Tel. No. (02) 638 86 37

On Mon, Sep 18, 2023 at 11:41 AM DAVEDINAH COMETA <davedinah.cometa@deped.gov.ph> wrote:

Dear Regional Partnership Focal Persons:

We would like to follow up the confirmation of attendance per region for the following participants:

1 Regional Director

1 Regional ALS Focal Person

For confirmed participants, please accomplish the travel statement and vendor form and provide your preferred flight details for UNESCO to book your airline tickets for October 6-7 closing event in Manila. UNESCO will also deposit/transfer your DSA allowance for hotel and food expenses to your bank account stated in the vendor form. In the event that DSA will be credited to your account after the event, we are requesting for each participant to pay first the hotel accommodation.

Thank you so much!

Sincerely,

Dove

----- Forwarded message -----

From: DAVEDINAH COMETA <davedinah.cometa@deped.gov.ph>

Date: Tue, Sep 12, 2023, 11:48 AM

Subject: Re: ADVANCE INFO: INVITATION TO THE OPENING CEREMONY OF GIRLS EDUCATION CENTER (GEC) AND CLOSING CEREMONY OF PROJECT "BETTER LIFE FOR OUT- OF-SCHOOL GIRLS TO FIGHT POVERTY AND INJUSTICE IN THE PHILIPPINES"

To: DARIUS NIETO <darius.nieto@deped.gov.ph>, DepEd National Capital Region <ncr@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd RO VII <region7@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>, <essd.region8@deped.gov.ph>, Region VIII Eastern Visayas <region8@deped.gov.ph>, Ferdinand Narciso <ferdinand.narciso@deped.gov.ph>, Ginno Jhep Pacquing <ginnojhep.pacquing@deped.gov.ph>, MICHAEL GIRARD ALBA <michael.alba@deped.gov.ph>, Wilbert Ulpindo <wilbert.ulpindo001@deped.gov.ph>, Liza Marie Victoria Dillena <liza.dillena@deped.gov.ph>, mer lalo <mer\_lalo@yahoo.com>, MARIA CRISTINA BAROSO <mariacristina.baroso@deped.gov.ph>, Ma. Lira Cynthia Quejada <maliracynthia.quejada@deped.gov.ph>, MELISSA PARADELA <melissa.paradela@deped.gov.ph>, Eden Dadap <eden.dadap001@deped.gov.ph>, ROWENA BALSAMO <rowena.balsamo@deped.gov.ph>, Ricardo Dragon <ricardo.dragon@deped.gov.ph>, ALIM MAGUINDANAO <alim.maguindanao@deped.gov.ph>, ismael ngitngit <ismael.ngitngit001@deped.gov.ph>, ADRILENE MAE CASTANOS <adrilenemae.castanos@deped.gov.ph>, mayclaire jimenez <mayclaire.jimenez@deped.gov.ph>, NCR Joan Pedroche <joanpedroche.deped@gmail.com>  
Cc: ALQUITRAN, Remegio <r.alquitran@unesco.org>, Kurnia, Ade Ayu <aa.kurnia@unesco.org>





# **Grand Ceremony of UNESCO-DepEd-KOICA Cooperation Project: *Milestones for Out-of-School Girls Education for Poverty and in Justice in the Philippines***

6-7 October 2023 | (TBC) Metro Manila

## **CONCEPT NOTE**

### **1. BACKGROUND**

UNESCO supports the Philippine Government through the Department of Education (DepEd) in its Alternative Learning System (ALS) Programme with the implementation of the “Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines” Project. The overall goal of the Project is to improve quality of life for girls living in poverty particularly supporting out-of-school girls registered in ALS or non-formal education for their further education opportunities and/or future job chances. The project is envisioned to contribute to the attainment of Sustainable Development Goals (SDG) in the Philippines, particularly SDG4, with the generous financial assistance of the Korea International Cooperation Agency (KOICA).

Year 2023 is the expected completion of the project by the end of December 2023. Under the project workplan, a final meeting and ceremony will be held with the stakeholders of the project dubbed as the Grand Project Ceremony to be organized to celebrate achievements and milestones of the project in its implementation and as an activity with high visibility impact for Education sector, specifically in the area of ALS or non-formal education.

The activity shall be organized for two days to be held on 6-7 October 2023 in the National Capital Region in Manila, the Philippines.

### **2. OBJECTIVES**

The Grand Project Meeting and Ceremony will gather together representatives from the three (3) project stakeholders such as UNESCO, DepEd and KOICA including relevant stakeholders of the project and the public at large to celebrate the successes and achievements of the project during its implementation until project completion.

Specifically, the activity aims to:

1. Undertake the final meeting for the project and report its progress and achievements until completion of its activities including key lessons learned from its implementation.
2. Showcase the results and achievements of the project through an exhibition for high level visibility and impact and public awareness.
3. Gather experts for a discussion on relevant topics and issues highlighting the Alternative Learning System (ALS) programme in the Philippines and the way forward for ALS programme through a “Talk Show” session.
4. Gather selected ALS teachers and learners to share experiences on the impact of ALS programme to their respective lives showcasing the programmes’ contribution to better their lives as ALS teachers and learners through a “Talk Show” session.

### **3. DATE AND VENUE**

Date: 6-7 October 2023 | 09:00 – 16:00

Venue: (TBC), NCR Manila

#### 4. PARTICIPANTS

- ALS Teachers and Learners,
- Regional Directors and ALS Focal Points from 17 regions across the country,
- DepEd Central Office, including BAE and ICO,
- Republic of Korea (RoK): Embassy of RoK in the Philippines and KOICA,
- UNRC and other UN Agencies representatives.
- The Philippine National Commission for UNESCO (UNACOM),
- Philippine Government Agencies,
- Education Institutions and Universities,
- UNESCO Multisectoral Office Jakarta

#### 5. PROGRAMME AGENDA (PROVISIONAL)

Time	Agenda	Responsible
<b>Day 1: Friday, 6 October 2023</b> <b>Celebration of Project's Milestones and Achievements</b>		
08:30 – 09:00	Arrival of participants and registration	
<b>Opening Session</b>		
09:00 – 09:30	National Anthem	
	Opening Prayer	<b>DepEd Staff</b>
	Welcome Remarks	<b>H.E. Sara Z. Duterte</b> , Vice President/Secretary Department of Education
	Key Remarks	<b>H. E. Kim Inchul</b> , Ambassador, Embassy of the Republic of Korea in the Republic of the Philippines
	Key Remarks	<b>Mr. Gustavo González</b> , UN Resident Coordinator in the Philippines
	Opening Remarks	<b>Ms. Maki Katsuno-Hayashikawa</b> , Director and Representative, UNESCO Multisectoral Regional Office in Jakarta Office Jakarta
Group Photo		
<b>Session 1 – Project Brief</b>		
09:30 – 09:35	Video Presentation of the Project Highlights	
09:35 – 09:45	Presentations on Overall Activities and Achievements of the Project	<b>Mr. Remegio A. Alquitran</b> , National Project Officer, UNESCO Multisectoral Regional Office in Jakarta
09:45 – 09:00	ALS Teacher and Learner's Stories	<b>ALS Teacher and Learner</b>
<b>Session 2 – Opening of Exhibition</b>		
09:00 – 09:10	Cutting of the Ribbon for Opening of the Exhibition	
09:10 – 09:30	Cultural Dance Performance	
09:30 – 10:00	Booth Visit	
<b>Session 3 – Project Report on Achievement and Milestones</b>		
10:45 – 11:05	Presentation of the Project Results: <ul style="list-style-type: none"> <li>• The Girls Education Centre (GEC) and its future program and activities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dr. Evelyn R. Fetalvero, PhD, CESO IV</b>, Regional Director, DepEd Region 8</li> </ul>
	<ul style="list-style-type: none"> <li>• ALS Curriculum: Implementation and Focus</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dr. Marillette R. Almayda</b>, Director BAE, DepEd</li> </ul>



	<ul style="list-style-type: none"> <li>Strengthening the Capacity and Expertise of ALS Teachers</li> <li>Out-of-School Girls Education and Life Skills (up skilling and re-skilling)</li> </ul>	<ul style="list-style-type: none"> <li>TBC, TBC, DepEd</li> <li>TBC, TBC, TESDA</li> </ul>
12:00 – 13:00	Lunch	
<b>Session 4 – Experts Talk show</b>		
12:00 – 15:30	Quality Inclusive ALS in the Philippines” <ul style="list-style-type: none"> <li>University</li> <li>Education Expert/Women Leader</li> <li>UN Agencies</li> <li>Non-Government Institution</li> </ul>	<ul style="list-style-type: none"> <li>TBC</li> <li>TBC</li> <li>TBC</li> <li>TBC</li> </ul>
15:00 – 16:00	Closing	
<b>Day 2: Saturday, 7 October 2023</b> <b>Learning Event: Project’s Contributions to a Sustainable Future</b>		
<b>Opening Session</b>		
09:00 – 09:10	Opening Remarks	<b>Dr. Mee Young Choi</b> , Head of Education Unit, UNESCO Multisectoral Regional Office in Jakarta
09:10 – 09:20	Video Presentation of the Project Highlights & GEC	
<b>Session 1 – Talk Show: The Champion Story from ALS Graduates</b>		
09:20 – 10:00	<ul style="list-style-type: none"> <li>Culture and Arts Performance</li> <li>Media and Communication</li> <li>Start-up and Enterprises</li> <li>Environment and Youth Empowerment</li> </ul>	<b>ALS Graduates</b>
<b>Game Session</b>		
<b>Session 2 – Talk Show: Private Sectors Support for ALS Graduate</b>		
10:20 – 11:00	<ul style="list-style-type: none"> <li>Job Trainings to Enhance ALS’ Graduates Competencies</li> <li>Job Opportunities for ALS Graduates</li> </ul>	<ul style="list-style-type: none"> <li>TBC, TESDA</li> <li>TBC, Private Sector</li> </ul>
<b>Game Session</b>		
11:20 – 11:30	Closing Remarks	<b>Ms. G. H. S. Ambat</b> , Assistant Secretary for Curriculum and Teaching- Education Assessment and Alternative Learning System, DepEd <b>Dr. Mee Young Choi</b> , Head of Education Unit, UNESCO Multisectoral Regional Office in Jakarta
11:30 – 12:30	Lunch	
12:30 – 16:00	Exhibition	

Talk Show Facilitator: **Mr. Gunawan Zakki**, National Professional Officer for Education, UNESCO Multisectoral Regional Office in Jakarta

## 6. CONTACT PERSONS

**Mr. Remegio A. Alquitran**, National Education Project Officer, UNESCO Multisectoral Regional Office in Jakarta, [r.alquitran@unesco.org](mailto:r.alquitran@unesco.org)

**Mr. Aldi Surya**, Project Assistant, UNESCO Multisectoral Regional Office in Jakarta, [a.surya@unesco.org](mailto:a.surya@unesco.org)

–END–





Department of Education Region VIII &lt;region8@deped.gov.ph&gt;

## ADVANCE INFO: INVITATION TO THE OPENING CEREMONY OF GIRLS EDUCATION CENTER (GEC) AND CLOSING CEREMONY OF PROJECT "BETTER LIFE FOR OUT- OF-SCHOOL GIRLS TO FIGHT POVERTY AND INJUSTICE IN THE PHILIPPINES"

1 message

DAVEDINAH COMETA <davedinah.cometa@deped.gov.ph>  
 To: DARIUS NIETO <darius.nieto@deped.gov.ph>, Deped National Capital Region <ncr@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, Deped Cordillera Administrative Region <car@deped.gov.ph>, DepEd Region VII <region7@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, Mimaropa region <mimaropa.region@deped.gov.ph>, esd.region8@deped.gov.ph, Region VIII Eastern Visayas <region8@deped.gov.ph>, Ferdinand Narciso <ferdinand.narciso@deped.gov.ph>, Ginno Jhep Pacquing <ginnojhep.pacquing@deped.gov.ph>, MICHAEL GIRARD ALBA <michael.alba@deped.gov.ph>, Wilbert Ulpindo <wilbert.ulpindo001@deped.gov.ph>, Liza Marie Victoria Dillena <liza.dillena@deped.gov.ph>, mer lalo <mer\_lalo@yahoo.com>, MARIA CRISTINA BAROSO <mariacristina.baroso@deped.gov.ph>, "Ma. Lira Cynthia Quejada" <maliracynthia.quejada@deped.gov.ph>, MELISSA PARADELA <melissa.paradela@deped.gov.ph>, Eden Dadap <eden.dadap001@deped.gov.ph>, ROWENA BALSAMO <rowena.balsamo@deped.gov.ph>, Ricardo Dragon <ricardo.dragon@deped.gov.ph>, ALIM MAGUINDANAO <alim.maguindanao@deped.gov.ph>, ismael ngitngit <ismael.ngitngit001@deped.gov.ph>, ADRILENE MAE CASTANOS <adrilenemae.castanos@deped.gov.ph>, mayclaire jimenez <mayclaire.jimenez@deped.gov.ph>, NCR Joan Pedroche <joanpedroche.deped@gmail.com>

Dear RFPs:

This is in reference to the invitation of UNESCO to the Opening and Closing Ceremonies of "Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines"

The United Nation Education, Scientific and Cultural Organization (UNESCO) supports the Philippine Government through the Department of Education (DepEd) in its Alternative Learning System (ALS) Program with the implementation of the "Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines" Project. The overall goal of the Project is to improve quality of life for girls living in poverty, particularly supporting out-of-school girls registered in ALS or non-formal education, for their further education opportunities and/or future job chances. The project is envisioned to contribute to the attainment of Sustainable Development Goals (SDG) in the Philippines, particularly SDG 4, with the generous financial assistance of the Korea International Cooperation Agency (KOICA).

One key component of the Project is the establishment of the Girls Education Centre (GEC) located inside the compound of DepEd Regional Office VIII-Eastern Visayas, Government Centre, Brgy. Candahug, Palo, Leyte. The GEC is envisioned to be a one-stop educational hub where out-of-school girl- learners will be able to avail holistic support and opportunities to improve their lives through continuing learning and life skills' training under ALS programme targeting the ALS learners of Tacloban City and its vicinity including Palo in Leyte as the project's pilot areas.

The physical construction of the building of the Girls Education Center has been completed in March 2023 and has been equipped with the necessary amenities, furniture and fixtures for its functioning. With its completion, an opening ceremony will be undertaken in September 14, 2023 as a celebration of this important milestone of the project and its handover to the Department of Education together with its project partners and stakeholders.

UNESCO Multisectoral Regional Office in Jakarta is planning to organize two (2) ceremonies under the framework of the UNESCO-DepEd-KOICA Cooperation Project (2017-2023): "Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines".

The two ceremonies are as follows:

1. **Opening Ceremony** of Girls Education Centre on **September 14, 2023 in DepEd Region VIII, Palo, Leyte.**

Purpose: Inauguration of GEC constructed by UNESCO with the financial support from Korean Government through KOICA in DepEd Region VIII, Palo, Leyte.

2. **Grand Closing Ceremony** of UNESCO-DepEd-KOICA Cooperation Project on **October 6-7, 2023 in Manila.**

Purpose: Closing Ceremony of the Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines Project

In this regard, we would like to invite you to participate on the above-mentioned events organized by UNESCO, KOICA and DepEd. Should you be interested, kindly accomplished the attached travel itinerary form and send back to us for airline and hotel booking on or **before September 9, 2023.**

UNESCO will cover travel expenses of the participants including return tickets from the place of origin, and accommodation, meals and incidentals based on standard Daily Subsistence Allowance (DSA) as per the ICSC (International Civil Service Commission) official rates.

For further information and coordination, Your Honor's staff may contact the International Cooperation Office at [ico@deped.gov.ph](mailto:ico@deped.gov.ph) and copy furnish [davedinah.cometa@deped.gov.ph](mailto:davedinah.cometa@deped.gov.ph) or through phone at (02) 8637 6462/3.

P.S

We will send a signed memo regarding this.

Thank you.

**DAVEDINAH COMETA**

Project Development Officer

External Partnerships Service/International Cooperation Office

Department of Education Central Office

Room 118 Ground Floor Mabini Building, DepEd Complex Meralco Ave., Pasig City

Tel. No. (02) 638 86 37

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**3 attachments**

 **Travel Statement\_Opening Ceremony of the GEC.pdf**  
175K

 **Vendor form\_Physical person (1).docx**  
48K

 **Final\_Concept-Note-Opening Ceremony of the Girls Education Center (GEC),09082023.pdf**  
220K



# Vendor form Physical person

Vendor type* :	Individual
Title* :	Mr.
Family Name* :	
Given Name* :	
Date of birth* : (DDMM/YYYY)	
Country of Birth* :	
Nationality* :	
Profession* :	
House Number :	
Street name* : (or PO box)	
Street name 2 :	
Street name 3 :	
Postal Code* : (*0000* if postal code inapplicable in your country)	
City* :	
Country of residence* :	
Telephone : (without country prefix)	
Mobile phone : (without country prefix)	
Fax : (without country prefix)	
Contact Email* :	
Email for payment advice : (if different from contact email)	
Language of correspondence* :	Select contract language
Tax Code 1 / Tax Code 2 :	/
Payment currency* :	
Bank country* :	
Bank name* :	
Bank agency name* :	
Agency address* :	
Bank City and Postal code* :	
SWIFT code* :	
Bank account Number* :	
Bank number :	
Branch code :	
IBAN : (if applicable in your country)	
Control Key : (if applicable in your country)	
Account holder name* :	
Account currency* :	
Additional banking information : (ACH for Bank in USA, Correspondent and Intermediary Bank)	
<input type="checkbox"/> Copy of the identification document (e.g.: ID card or Company Certification)	
<input type="checkbox"/> Copy of a bank document	
<input type="checkbox"/> I confirm that the information given in this form is true, complete and accurate.	

\*Mandatory information





# How to fill up the vendor form

## VENDOR INFORMATION

**Company name:** The legal name of the company/organization. Acronyms can be included in the name.

**Family name/ Given name:** Name and first name must be complete and the same as the Identification document.

**Address:** The complete physical and postal address or PO box depending on the practice in the country.

⚠ PO box is not accepted for vendors in the USA

**Tax code 1/ Tax code 2:** Only to be provided if required.

**Telephone Numbers:** To be provided without the country prefix.

## BANK INFORMATION

**Bank Name:** The official name of the banking institution and the acronym (e.g. HSBC – Hong Kong & Shanghai Banking Corporation).

**Bank Agency Name:** The name of the bank branch.

**Bank Country:** Country in which the vendor's bank is located.

**Bank Agency Address and city:** Complete address of the bank.

**SWIFT:** SWIFT/BIC code is mandatory irrespective of the bank location.

**IBAN:** For IBAN mandatory countries only.

**Bank number and branch code:** Mandatory for the following countries:

- \*Australia
- \*New Zealand
- \*Canada
- \*South Africa

**ACH, automatic clearing house:** Mandatory for payments to USA only.

**Account holder name:** Complete name of the account holder must be provided as it appears on the bank document.

**Account currency:** The bank account currency.

**Payment currency:** The currency in which the payment is made.

**Additional banking information:** e.g.,  
\*ACH for the USA  
\*Correspondent and intermediary bank



# How to fill up the vendor form

## ATTACHED DOCUMENTS

### An official bank document is mandatory:

- For **physical person** the following documents are acceptable as proof of identity:
  - ID
  - Passport
  - Driver license
  - Municipal Identity Card

### An Identification Document is mandatory:

Bank document should indicate the following information:

- Bank name
- Account holder name
- Account number

*e.g. cancelled crossed cheque, a RIB, a bank statement...*

\*These documents should be either in French or in English. If the document is in a different language the original document should be with its translation should be provided.\*