

PAREB – CEBU REALTORS® BOARD, INC.

COMPREHENSIVE PROGRAM ON PROPERTY MANAGEMENT

7:30 A.M. – 6:00 P.M., (Friday & Saturday) August 9 & 10, 2008

Eduardo Aboitiz Development Studies Center, 35 Lopez Jaena Street, Cebu City

Lecturer: **MR. JEFFREY SOSA**

Program Schedule

Day 1

Saturday, August 9, 2008

| | | |
|---------------|------|--------------------------------------|
| 7:30 – 8:00 | a.m. | Registration |
| 8:00 – 8:15 | a.m. | Opening Ceremonies |
| | | Invocation & Pambansang Awit |
| | | Opening Remarks |
| 8:15 – 9:15 | a.m. | Building Management defined |
| 9:15 – 10:15 | a.m. | Qualifications of a Property Manager |
| 10:15 – 10:30 | a.m. | *** SNACKS *** |
| 10:30 – 12:00 | n.n. | Property Management Functions |
| 12:00 – 1:00 | p.m. | *** LUNCH *** |
| 1:00 – 1:15 | p.m. | Signing of Attendance |
| 1:15 – 2:15 | p.m. | Roles of a Property Manager |
| 2:15 – 3:15 | p.m. | Take-over of a development project |
| 3:15 – 3:30 | p.m. | *** SNACKS *** |
| 3:30 – 4:30 | p.m. | Building Inspection Report |
| | | Building Permits |
| 4:30 – 5:30 | p.m. | Engineering and Technical Functions |
| 5:30 – 6:00 | p.m. | Open forum/Assessment |

Day 2

Sunday, August 10, 2008

| | | |
|---------------|------|--|
| 7:30 – 8:00 | a.m. | Registration |
| 8:00 – 9:00 | a.m. | Formulate the Preventive Maintenance Program |
| 9:00 – 10:00 | a.m. | Building and Facility |
| 10:00 – 10:15 | a.m. | *** SNACKS *** |
| 10:15 – 11:15 | a.m. | Energy Conservation and Maintenance Program |
| 11:15 – 12:15 | a.m. | Qualities of an excellent housekeeper |
| 12:15 – 1:00 | p.m. | *** LUNCH *** |
| 1:00 – 1:15 | p.m. | Signing of Attendance |
| 1:15 – 2:15 | p.m. | Working Schedules of Housekeeping |
| 2:15 – 3:15 | p.m. | Budget Formulation |
| 3:15 – 3:30 | p.m. | *** SNACKS *** |
| 3:30 – 4:30 | p.m. | Formula to Compute Maintenance fees/Association dues |
| 4:30 – 5:30 | p.m. | Typical Expense allocation chart |
| 5:30 – 6:00 | p.m. | Open forum/Assessment |
| | | Distribution of Certificate of Attendance |

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Program Schedule

Day 1

Saturday, August 9, 2008

| | | | |
|---------------|------|----------|---|
| 7:00 – 7:30 | a.m. | | Registration |
| 7:30 – 8:00 | a.m. | | Opening Ceremonies Invocation & Pambansang Awit Opening Remarks |
| 8:00 – 10:00 | a.m. | (2 hrs.) | Basic of Building Management *** SNACKS *** |
| 10:00 – 12:00 | a.m. | (2 hrs.) | Qualifications of a Property Manager |
| 12:00 – 1:00 | p.m. | | *** LUNCH *** |
| 1:00 – 2:00 | p.m. | (1hr.) | Property Management Functions |
| 2:00 – 3:00 | p.m. | (1hr.) | Roles of a Property Manager *** SNACKS *** |
| 3:00 – 4:00 | p.m. | (1 hr.) | Take-over of a development project |
| 4:00 – 6:00 | p.m. | (2hrs.) | Building Inspection Report Building Permits |
| 6:00 – 7:00 | p.m. | (1hr.) | Engineering and Technical Functions Open forum/Assessment |

Day 2

Sunday, August 10, 2008

| | | | |
|-------------------|------|----------|--|
| 7:30 – 8:00 | a.m. | | Registration |
| 8:00 – 9:00 | a.m. | (1hr.) | Formulate the Preventive Maintenance Program |
| 9:00 – 10:00 | a.m. | (1hr.) | Building and Facility *** SNACKS *** |
| 10:00 – 12:00 | n.n. | (2hrs.) | Energy Conservation and Maintenance Program |
| 12:00 – 1:00 | p.m. | | *** LUNCH *** |
| 1:00 – 2:00 | p.m. | (1 hr.) | Qualities of an excellent housekeeper |
| 2:00 – 3:00 | p.m. | (1hr.) | Working Schedules of Housekeeping |
| 3:00 – 4:00 | p.m. | (1hr.) | Budget Formulation *** SNACKS *** |
| 4:00 – 6:00 | p.m. | (2 hrs.) | Formula to Compute Maintenance fees/ Association dues |
| 6:00 – 7:00 | p.m. | (1hr.) | Typical Expense allocation chart |
| TOTAL===== | | | → 20 Hrs. |
| | | | Open forum/Assessment |
| | | | Distribution of Certificate of Attendance |

Property Developers, Building Owners, Property Administrators & Managers, Bank Officers, Real Estate Brokers, Planners and Investors

LEARN and ACQUIRE the discipline and the basic skills & knowledge necessary on the roles, duties and responsibilities of building and property management professionals.

Join the
COMPREHENSIVE PROGRAM ON
PROPERTY MANAGEMENT
20 CEP points, as per DTI PROGRAM ACCREDITATION NO.

Eduardo Aboitiz Development Studies Center, Cebu City
7:30 a.m. – 6:00 p.m., Sat. & Sun., August 9 and 10, 2008

LECTURER: MR. JEFFREY SOSA

Professor, De La Salle University Graduate School of Business
and the University of Makati – College of Technology Management
for Post Diploma and Post Baccalaureate Programs.
President, Philippine Association of Building Administrators,
Inc. (PABA).
Consultant, Prisgene Facility Services Professional, Inc.

Hurry! Seats are Limited... Enroll Now!

Call: MISS EMMA C. BONTILAO
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or visit our website www.ceburealtors.org



PAREB-CEBU REALTORS® BOARD, INC.
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