**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | Consultation Meeting with SPMO Subject Matter Experts |
| **Objectives** | To discuss and finalize Proposal of Standard SPCMIS Process Flows |
| **Date** | 28 to 29 of Apr 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Los BaÃ±os |
| **Attendees** | 5 - SPCMIS Team 6 - UPLB SPMO |
| **No. of Attendees** | 11 |
| **Food Expenses** | AM Snack: 100.00 Php \* 11 Pax \* 2 days = 2,200.00 Php Lunch: 150.00 Php \* 11 Pax \* 2 days = 3,300.00 Php PM Snack: 100.00 Php \* 11 Pax \* 2 days = 2,200.00 Php  **TOTAL:** 7,700.00 |
| **Land Transportation** | Itinerary: UPD-UPLB (28 April 2014) UPLB-UPD (29 April 2014) 1 Unit of vehicle rental = 10,000 Php (Roundtrip)  **TOTAL:** 10,000.00 |
| **Accommodation** | 1 Double sharing (1,000.00 Php \* 1 Night = 1,000.00 Php) 1 Triple sharing (1,500.00 Php \* 1 Night = 1,500.00 Php) |

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|  | **TOTAL:** 3,000.00 |
| **Airfare** | N/A  **TOTAL:** 0.00 |
| **Total Expenses** | Accommodation: Php 3,000.00  Airfare: Php 0.00  Land Transportation: Php 10,000.00  Food Expenses: Php 7,700.00  **TOTAL:** Php 20,700.00 |