**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | UPOU-OUR Orientation Meeting |
| **Objectives** | 1. Present SAIS to OUR staff based on UP OU processes 2. Check/evaluate the user's manual developed by the UPOU-SAIS |
| **Date** | 03 to 04 of Apr 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UPOU Sand Box |
| **Attendees** | UP OU Officials UP OU OUR End Users eUP Team - OU Residential |
| **No. of Attendees** | 15 |
| **Food Expenses** | AM Snack: 100.00 Php \* 15 Pax \* 2 Days = 3,000.00 Php Lunch: 150.00 Php \* 15 Pax \* 2 Days = 4,500.00 Php PM Snack: 100.00 Php \* 15 Pax \* 2 Days = 3,000.00 Php  **TOTAL:** 10,500.00 |
| **Land Transportation** | N/A  **TOTAL:** 0.00 |
| **Accommodation** | N/A |

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|  | **TOTAL:** 0.00 |
| **Airfare** | N/A  **TOTAL:** 0.00 |
| **Total Expenses** | Accommodation: Php 0.00  Airfare: Php 0.00  Land Transportation: Php 0.00  Food Expenses: Php 10,500.00  **TOTAL:** Php 10,500.00 |