**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | Workshop to finalize the UP Data Privacy Policy |
| **Objectives** | To finalize the UP Data Privacy Policy. |
| **Date** | Feb 27, 2014 |
| **Time** | 09:00 AM to 04:00 PM (6 hrs) per day |
| **Venue** | UP ITDC - Lecture Hall |
| **Attendees** | ITO Personnel |
| **No. of Attendees** | 30 |
| **Food Expenses** | 500.00 Php/person \* 30 Pax = 15,000.00 Php  **TOTAL:** 15,000.00 |
| **Land Transportation** | UP Open University: 2 \* 400 = 800.00 Php UP Los Banos: 2 \* 400 = 800.00 Php UP Baguio: 2 \* 1000 = 1000.00 Php  **TOTAL:** 6,600.00 |
| **Accommodation** | N/A |

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|  | **TOTAL:** 0.00 |
| **Airfare** | Airfare: UP Cebu: Cebu-Manila-Cebu @ 2Pax \* 8,000.00 Php = 16,000.00 Php UP Visayas: ILO-Manila-ILO @ 2Pax \* 8,000.00 Php = 16,000.00 Php UP Mindanao: DVO-Manila-DVO @ 2Pax \* 8,000.00 Php = 16,000.00 Php Total: 48,000.00 Php  **TOTAL:** 48,000.00 |
| **Total Expenses** | Accommodation: Php 0.00  Airfare: Php 48,000.00  Land Transportation: Php 6,600.00  Food Expenses: Php 15,000.00  **TOTAL:** Php 69,600.00 |