**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | eUP Google Apps and ICT Productivity tools 1 Training |
| **Objectives** | 1. To introduce the fundamentals of using ICT for productivity and communication 2. To impart important use and advantages of ICT in a working environment 3. To give emphasis on a productivity tool that will be helpful in using the SAIS system 4. Train participants on Google Application and provide them with relevant knowledge and skills necessary to make them more productive and efficient |
| **Date** | 05 to 12 of Mar 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP ITDC - Room 304 |
| **Attendees** | UP Office of Admissions Employees 05-07 March 2014 (15 participants) - 1st Batch - Ryan Steven Caro 10-12 March 2014 (18 participants) - 2nd Batch - Choebelle Aquino |
| **No. of Attendees** | 33 |
| **Food Expenses** | To be Negotiated with UP-OA  **TOTAL:** 0.00 |
| **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 0.00  **TOTAL:** Php 0.00 |