**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | eUP HRIS End User Training |
| **Objectives** | The EUT will prepare intended users of HRIS from the HR Office for Go live. |
| **Date** | 30 to 31 of May 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Visayas |
| **Attendees** | eUP HRIS Team AVPD Jaime Caro UP Visayas Officials UPV HRDO End Users |
| **No. of Attendees** | 44 |
| **Food Expenses** | UPV Attendees 400.00 Php X 44 Pax X 2 days = 35,200.00 Php eUP Team 800.00 Php X 6 Pax X 3 days = 14,400.00 Php  **TOTAL:** 49,600.00 |
| **Land Transportation** | ITENERARY: UPITDC- NAIA- ILO AIRPORT- UPV ILO UPV ILO- ILO AIRPORT- NAIA- UPITDC 1. Land Trasportation -> UPITDC-NAIA Taxi Fare = 1000.00 Php ->ILOILO AIRPORT-UPV ILO = 500.00 Php -> UPV ILO-ILO AIRPORT = 500.00 Php -> NAIA-UPITDC Taxi Fare = 1000.00 Php  **TOTAL:** 3,000.00 |
| **Accommodation** | 1,000.00 Php X 6 X PAX X 2 Nights = 12,000.00 Php |

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|  | **TOTAL:** 12,000.00 |
| **Airfare** | Cebu Pacific Round trip fare: 6 Pax X 3,600.00 php = 21,600.00 Php PAL Round trip fare: 1 Pax X 4,000.00 Php = 4,000.00 Php  **TOTAL:** 25,600.00 |
| **Total Expenses** | Accommodation: Php 12,000.00  Airfare: Php 25,600.00  Land Transportation: Php 3,000.00  Food Expenses: Php 49,600.00  **TOTAL:** Php 90,200.00 |