**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | eUP HRIS Implementation Status Meeting |
| **Objectives** | 1. To discuss the feedback of the last End-User Training 2. To discuss the HRIS Timeline 3. To address other HRIS concerns |
| **Date** | Mar 21, 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP ITDC |
| **Attendees** | eUP HRIS Team UP HRDO Unit Heads |
| **No. of Attendees** | 27 |
| **Food Expenses** | AM Snack: 100.00 Php \* 27 Pax = 2,700.00 Php Lunch: 150.00 Php \* 27 Pax = 4,050.00 Php PM Snack: 100.00 Php \* 27 Pax = 2,700.00 Php  **TOTAL:** 9,450.00 |
| **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 9,450.00  **TOTAL:** Php 9,450.00 |