**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | eUP HRIS Stream 1 End User Training (EUT) |
| **Objectives** | 1. Navigate the various components of the HRIS 2. Navigate the HRIS 3. Update individual records on line through the HRIS |
| **Date** | 10 of Apr - 11 of Jun 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Manila |
| **Attendees** | Prof. Ariel Betan Vincent Teodosio - HRIS TL UP Manila Officials eUP HRIS Team UP Manila End Users |
| **No. of Attendees** | 120 |
| **Food Expenses** | Charged to UP Constituents Units  **TOTAL:** 0.00 |
| **Land Transportation** | LAND TRANSPORT: UPD-UPMANILA: 500.00 Php Taxi fare (2 Groups) UPMANILA-UPD: 500.00 Php Taxi fare (2 Groups) 1000.00 Php \* 2 Days = 2,000.00 php  **TOTAL:** 2,000.00 |
| **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 2,000.00  Food Expenses: Php 0.00  **TOTAL:** Php 2,000.00 |