**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | eUP HRIS Stream 1 End User Training (EUT) |
| **Objectives** | 1. identify the various components of the HRIS. 2. Navigate the HRIS 3. Update individual records on line through the HRIS |
| **Date** | 06 to 07 of Feb 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Mindanao |
| **Attendees** | AVPD Jaime Caro Deputy Director Ariel Betan Vincent Teodosio - HRIS TL Nadira Abubakar - eUP Communication Richmon Pancho - eUP Content Development UP Mindanao Officials eUP HRIS Team (Jared Refamonte and Marvin Bituin) |
| **No. of Attendees** | 70 |
| **Food Expenses** | eUP Personnel 550.00 Php/head (Breakfast, AM Snack, Lunch, PM Snack, Dinner) 550.00 Php \* 5Pax \* 2 days = 5,500.00 Php UP Mindanao Officials: 350.00 Php/head (AM Snack, Lunch, PM Snack) 350.00 Php \* 5Pax \* 2 days = 3,500.00 Php End Users: 200.00 Php/head ( AM Snack, PM Snack,) 200.00 Php \* 70Pax \* 2 days = 28,000.00 Php  **TOTAL:** 37,000.00 |
| **Land Transportation** | Land Transport: (2 Groups) UPD-NAIA: 1,000.00 Php DAVAO AP-UPMIN: 1,000.00 Php UPMIN-DAVAO AP: 1,000.00 Php NAIA-UPD: 1,000.00 Php Total: 4,000.00 Php  **TOTAL:** 4,000.00 |
| **Accommodation** | UP Mindanao Guest house: 400.00 Php \* 5 Pax \* 2 Nights = 4,000.00 Php |

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|  | **TOTAL:** 4,000.00 |
| **Airfare** | Airfare: Manila-Davao-Manila 4,000.00 Php \* 5 Pax = 20,000.00 Php  **TOTAL:** 20,000.00 |
| **Total Expenses** | Accommodation: Php 4,000.00  Airfare: Php 20,000.00  Land Transportation: Php 4,000.00  Food Expenses: Php 37,000.00  **TOTAL:** Php 65,000.00 |