**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** | 17 to 18 of Feb 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Baguio |
| **Attendees** | AVPD Jaime Caro Prof. Ariel Betan - Dep. Director Paolo Noel Paje - Dep. Director Vincent Teodosio -HRIS TL UP Baguio Officials eUP HRIS Team (Marvin Bituin, Jared Refamonte, Melissa Seares, Choebelle Aquino, Karla Visbal, JR Respino) UP Baguio End Users |
| **No. of Attendees** | 105 |
| **Food Expenses** | eUP Personnel: 550. 00 Php/head (Breakfast, AM Snack, Lunch, PM snack, Dinner) 550.00 Php \* 7 Pax \* 2 days = 7,700.00 Php End Users: 250. 00 Php/head (AM Snack, PM snack) 250.00 Php \* 105Pax \* 2 days = 52,500.00 Php  **TOTAL:** 60,200.00 |
| **Land Transportation** | UPD-CUBAO : 400.00 Php Taxi fare (2 Groups) CUBAO-BAGUIO: 550.00 Php Bus fare \* 7 Pax = 3,850.00 Php BAGUIO-CUBAO: 550.00 Php Bus fare \* 7 Pax = 3,850.00 Php CUBAO-UPD: 400.00 Php taxi fare (2 Groups) Total: 8,500.00 php  **TOTAL:** 8,500.00 |
| **Accommodation** | UP Baguio Lady's Dorm: 700.00 Php \* 7 Pax \* 2 Nights = 9,800.00 Php |

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|  | **TOTAL:** 9,800.00 |
| **Airfare** | N/A  **TOTAL:** 0.00 |
| **Total Expenses** | Accommodation: Php 9,800.00  Airfare: Php 0.00  Land Transportation: Php 8,500.00  Food Expenses: Php 60,200.00  **TOTAL:** Php 78,500.00 |