**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** | 26 to 27 of Feb 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Visayas |
| **Attendees** | AVPD Jaime Caro Mr. Vincent Teodosio -HRIS TL UP Visayas Officials eUP HRIS Team (Chloebelle Aquino, Jared Refamonte) UP Visayas End Users |
| **No. of Attendees** | 50 |
| **Food Expenses** | eUP Personnel: 550.00 Php per head (Breakfast, AM Snack, Lunch, PM Snack and Dinner) 550.00 Php \* 3 PAX \* 2 Days = 3,300.00 Php End Users: 200.00 Php per head (AM Snack and PM Snack ) 200.00 Php \* 50 PAX \* 2 Days = 25,000.00 Php  **TOTAL:** 28,300.00 |
| **Land Transportation** | Land Transport: UPD-NAIA: 500.00 Php Taxi fare ILO AP-UPV: 300.00 Php Taxi fare UPV-ILO AP: 300.00 Php Taxi fare NAIA-UPD: 500.00 Php Taxi fare  **TOTAL:** 1,600.00 |
| **Accommodation** | UP Visayas Guest house: 400.00 Php \* 3 Pax \* Nights = 2,400.00 Php |

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|  | **TOTAL:** 2,400.00 |
| **Airfare** | Airfare: NAIA-ILOILO-NAIA 4,000.00 Php \* 3 Pax = 12,000.00 Php  **TOTAL:** 12,000.00 |
| **Total Expenses** | Accommodation: Php 2,400.00  Airfare: Php 12,000.00  Land Transportation: Php 1,600.00  Food Expenses: Php 28,300.00  **TOTAL:** Php 44,300.00 |