**TRAINING / EVENT SCHEDULE FORM**

|  |  |
| --- | --- |
| **Training/Event** | eUP HRIS Stream 1 End User Training |
| **Objectives** | 1. Identify the various components of the HRIS. 2. Navigate the HRIS 3. Update individual records on line through the HRIS |
| **Date** | 21 to 22 of Jan 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Open University |
| **Attendees** | AVPD Jaime Caro - eUP Project Director UPOU Chancellor Grace Alfonso UPOU Officials Mr. Vincent Teodosio - HRIS TL eUP HRIS Team UPOU End Users |
| **No. of Attendees** | 35 |
| **Food Expenses** | eUP personnel: 550.00 Php per head (Breakfast, AM Snack, Lunch, PM Snack and Dinner) 550.00 Php \* 9 PAX \* 2 days = 9,900.00 Php UPOU Officials: 350.00 Php per head (AM Snack, Lunch, PM Snack) 350.00 Php \* 5 PAX \* 2 days = 3,500.00 Php End Users: 200.00 Php per head (AM Snack, Lunch, PM Snack) 200.00 Php \* 30 PAX \* 2 days = 12,000.00 Php  **TOTAL:** 25,400.00 |
| **Land Transportation** | ITINERARY: UPD-UPOU-UPD 1 Unit of Van Rental good for 12 Passengers (Round trip for 2 days) = 8,000.00 Php  **TOTAL:** 8,000.00 |
| **Accommodation** | UPOU Guest house : 300.00 Php \* 9 eUP Personnel = 2,700.00 Php |

|  |  |
| --- | --- |
|  | **TOTAL:** 2,700.00 |
| **Airfare** | N/A  **TOTAL:** 0.00 |
| **Total Expenses** | Accommodation: Php 2,700.00  Airfare: Php 0.00  Land Transportation: Php 8,000.00  Food Expenses: Php 25,400.00  **TOTAL:** Php 36,100.00 |