**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | eUP SAIS End User Training |
| **Objectives** | 1. Sign on to Student Academic Information system (SAIS) 2. Access different SAIS databases based on the user's role 3. Access the SAIS home page and universal navigation header 4. Navigate through the SAIS menus, sub menus, navigation folders and pages 5. Utilize search pages to find records in the database and view data 6. Understand SAIS terminology and relate them to existing UP and CRS terminology 7. Follow the UPK and User manual and stimulate actual transaction in the university 8. Use favorites to save URLs within SAIS to enable quick access to frequently used pages |
| **Date** | 13 of Mar - 02 of Apr 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Manila |
| **Attendees** | UP Manila Officials UP Manila End Users eUP SAIS Team |
| **No. of Attendees** | 0 |
| **Food Expenses** | Php 62,550.00 (To be shouldered by ePLDT As per eUP Contract)  **TOTAL:** 62,550.00 |
| **Land Transportation** | ITINERARY: UP ITDC-UP MANILA-UP ITDC UPITDC-UP MANILA Taxifare: 250.00 Php UP MANILA-UPITDC Taxifare: 250.00 Php Round trip fare: 500.00 Php\* 15 Days = 7,500.00 Php  **TOTAL:** 7,500.00 |
| **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 7,500.00  Food Expenses: Php 62,550.00  **TOTAL:** Php 70,050.00 |