**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | eUP SAIS Transition and Implementation Preparation Workshop |
| **Objectives** | The workshop will be conducted to: 1. Demonstrate the academic processes in SAIS 2. Allow the users explore SAIS through hands-on activities by using the UPOU SAIS Users' manual 3. Evaluate the usability, clarity, simplicity (UCS) of the UPOU SAIS USers' Manual 4. Develop forms based on thje features anf dunctions of the SAIS that will later serve as guides for data encoding 5. Review the security sheet for all users vis-a-vis the steps and procedures of the major academic processes of SAIS |
| **Date** | 19 to 21 of May 2014 |
| **Time** | 02:00 PM to 02:00 PM (0 hrs) per day |
| **Venue** | UP Open University |
| **Attendees** | Office of the University Registrar - 9 Pax Faculties of Study - FMDS - 4 Pax Faculties of Study - FICS - 3 Pax Faculties of Study FED - 3 Pax Scholarship - 1 Pax Student Loan - 1 Pax Cash Office - 1 Pax Accounting Office- 1 Pax Learning Centers - 2 Pax UPOU-SAIS Team - 4 Pax |
| **No. of Attendees** | 29 |
| **Food Expenses** | Day 1: AM Snack/ Lunch/ PM Snack @ 350.00 Php/head \*29 Pax = 10,150.00 Php Day 2: AM Snack/ Lunch/ PM Snack @ 350.00 Php/head \*29 Pax = 10,150.00 Php Day 1: AM Snack/ Lunch/ PM Snack @ 350.00 Php/head \*29 Pax = 10,150.00 Php Total: 30,450.00 Php (50% charged to eUP)  **TOTAL:** 30,450.00 |
| **Land Transportation** | N/A  **TOTAL:** 0.00 |
| **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 0.00  Food Expenses: Php 30,450.00  **TOTAL:** Php 30,450.00 |