

To: Registrar/Chief Executive Officer

No: MEMO-24/25-0024

From: Godliphas Mamati Barasa

Date: Wednesday, March 5, 2025

Through: Manager-Business Development

Title:

Description:

REQUEST FOR FACILITATION TO MODULE 1 MEDIATION TRAINING, ELDORET (10TH – 14TH MARCH 2025) Reference is made to the above subject matter, and the approved Training Calendar for the current Financial Year.

Pursuant to the upcoming Module 1 Mediation (Certified Professional Mediation) Training scheduled for Eldoret City on 10th – 14th March 2025, the Unit requests for approval and facilitation of staff in the following schedule to attend the training: The Budget can be drawn from the Capacity Building Unit's vote under 700100 Training Programme on ADR Processes, the item was included in the Procurement Plan.
Submitted for your consideration and approval.

DSA									
Officer No.	Officer's Name	Description	Department Code	Units Code	Gl Account	Region	Rate	Days	Amount
NCIA00002	Millicent Musanga Shitakha	DSA	BDD	CBU		ALL OTHER TOWNS	16,800.00	2.0	33,600.00
NCIA00012	Sarah Mutheu Wambua	DSA	BDD	C&MU		ALL OTHER TOWNS	14,000.00	2.0	28,000.00
NCIA00022	Godwin Gonsalo Radiro	DSA	CSS	HRA		ALL OTHER TOWNS	11,200.00	6.0	67,200.00
NCIA00044	Godliphas Mamati Barasa	DSA	BDD	CBU		ALL OTHER TOWNS	14,000.00	6.0	84,000.00
								Totals	212,800.00

PRN DETAILS							
No.	Description	Department Code	Units Code	UoM	Qty	Unit Cost	Amount
						Total:	
Grand-Total							212,800.00

Approver

Designation

Date & Time

Signature

GBARASA

3/5/2025 7:08:41 AM

HMURIGI

Registrar/CEO

3/5/2025 10:28:53 AM

MSHITAKHA

3/5/2025 7:20:58 AM



