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**ACTIVITY DESIGN**

ACTIVITY :  Virtual Meeting

LOCATION : Avon \_\_\_\_\_\_

DATE/TIME : \_\_\_\_\_\_\_\_\_\_\_\_\_

**OBJECTIVES:**

* + To refresh and update AIM-MPC members to new policies
	+ To adopt to the new normal means of training members

**PARTICIPANTS:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRAINER/S:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUDGETARY REQUIREMENTS:**

|  |  |
| --- | --- |
| **Particulars** | **Budget** |
| Meal for Attendees: P150.00 x \_\_\_ pax |  |
| Host Allowance (Wifi and Food @P250.00 x 2pax) |  |
| Attendees Wifi/Data Allowance P100.00 x \_\_\_ pax |  |
| Trainer’s and BC meal: P150.00 x 2pax |  |
| Trainer’s Fee (P2,500.00) |  |  |
| BC Fee (P1,000.00) |  |
| Contingency |  |
| **TOTAL** |  |

Prepared by: Recommending Approval:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EDNA B. CARREON**

EdCom Trainer EdCom Chairperson

 Approved by: Noted by:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MILDRED C. BAMBICO**

General Treasurer BOD Chairperson