

AUO#2 FA2022-SP2023 ISMP Goal 4. Optimizing Resources Procurement Training**Outcome: ISMP Goal 4. Optimizing Resources Procurement Training, Objective 4.3 Provide employee professional development****Measurement: Ninety-five of the personnel who process and approve requisitions will attend one of the two trainings provided within the year so that they are able to understand the procurement processes and are able to create accurate and complete requisitions without having it returned/cancelled/delayed.**

#	Training Description	Date	Location	Total Attended	Notes
1	MMO Procurement & Online Requisition Training	2/2/2022	Google Meet	9	See attached attendance sheet.
2	MMO Procurement & Online Requisition Training	3/24/2022	Google Meet	13	See attached attendance sheet.
3	MMO Procurement & Online Requisition Training	3/24/2022	Google Meet	1	Arjay Reyes
4	MMO Procurement Training for Kumision	5/18/2022	Google Meet	2	Rochelle Bamba-Cruz, Becky Martinez, Rosa Palomo (supervises), Dr. Gerhard Schwab (did not attend)
5	MMO Procurement & Online Requisition Training	6/21/2022	Google Meet	2	Coreen Mendiola & Charmaine Belzer
6	MMO Procurement & Online Requisition Training	8/16/2022	SSA Conference Room	9	See attached attendance sheet.
7	MMO Procurement & Online Requisition Training	8/23/2022	LRC Conference Room	12	See attached attendance sheet.
8	MMO Procurement & Online Requisition Training	10/18/2022	E103	32	See attached attendance sheet.
9	MMO Procurement & Online Requisition Training	11/8/2022	E117/E118	45	Part of College Assembly that day. See attached attendance sheet.
10	MMO Travel Authorization Training	11/15/2022	E117/E118	12	See attached attendance sheet.