

	<b>CORDILLERA CAREER DEVELOPMENT COLLEGE</b> Buyagan, Poblacion, La Trinidad, Benguet	
	<b>HUMAN RESOURCE OFFICE</b>	
	<b>CCDC VISION</b> The center of quality education for culturally diverse and global learners.	<b>CCDC MISSION</b> Deliver quality education and services through holistic, accessible, and inclusive learning experiences sustaining culturally sensitive and responsible global citizens and leaders.
<b>ATTACHMENT 04.</b> <b>PROGRAM FLOW</b>		

TIME	ACTIVITY
08:00AM – 08:30 AM	Travel Time Assembly and Registration
08:31 AM – 09:30 AM	Orientation of all Document Controllers
09:31 AM – 12:00 PM	Review of existing / current documents <i>Inclusive of Snack Break</i>
12:01 PM – 01:00 PM	Lunch Break
01:00 PM – 05:00 PM	Workshop on Editing <i>Inclusive of Snack Break</i>
05:01 PM – 05:30 PM	Travel Time
<b>DAY 02</b>	
08:00 AM – 08:30 AM	Travel Time Assembly and Registration
08:31 AM – 12:00 PM	Workshop on Editing ( <i>cont.</i> ) <i>Inclusive of Snack Break</i>
12:01 PM – 01:00 PM	Lunch Break
01:00 PM – 05:00 PM	Presentation of Final Documents <i>Inclusive of Snack Break</i>
05:01 PM – 05:30 PM	Travel Time
<b>DAY 03</b>	
08:00 AM – 08:30 AM	Travel Time Assembly and Registration
08:31 AM – 12:00 PM	Finalization of Documents Printing, Stamping and Reproduction of Documents <i>Inclusive of Snack Break</i>
12:01 PM – 01:00 PM	Lunch Break
01:01 PM – 03:00 PM	Orientation of Internal Auditors
03:01 PM – 05:00 PM	Submission of Final Documents <i>Inclusive of Snack Break</i>
05:01 PM – 05:30 PM	Travel Time