

	<h1>Information Technology and Human Resource Service Level Agreement</h1>		Document Number: SLA-SS-07.01
	Department: Information Technology	Effective Date: June 19, 2017	Revision No 0

Purpose and Objective

This document outlines the Service Level Agreement (SLA) between Information Technology Department (ITD) and Human Resource Department (HRD) for the trainings.

Agreements:

1. To attend annual technical trainings.
2. To suggest/recommend technical trainings to HR for Calendar of Activities (COA) and budget.
3. To conduct trainings in Encoder Refresher Course and Email Housekeeping.
4. To include Intranet Navigation, back up and naming convention of documents.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

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