The following are the required trilogy training :

Trilogy	As student	As Staffer	
	Can Join upon	Type of Trilogy	Must staff within
FLEX	Upon Annual	1 FLEX	Within a year
ALC	Senior Officer	2 FLEX	Within a year
LEAP	Junior Supervisor & Up	1 ALC & 2 FLEX	Within a year

Training budget and Bond:

Training Type	Employment Status	Training Bond	No.Year/s bond	Training Amount	Employee & Company
FLEX	Upon Annual	-	-	12,000	Company Covered
ALC	1 Year	With	1 year	25,000	Employee Covered
LEAP	Junior Supervisor & Up	With	2 years	40,000	50% from employee 50 % from the company

Note: The exact amounts are subject to change once a new list of amounts is released by Innovate.

Before the Training, Employees Must:
- Be willing and committed to join the training.
- Sign the Training Bond Agreement.

After the Training, Employees Must:
- Share takeaways from the training.

Staffing Process:

Step 1: Check the Available Schedule for Staffing
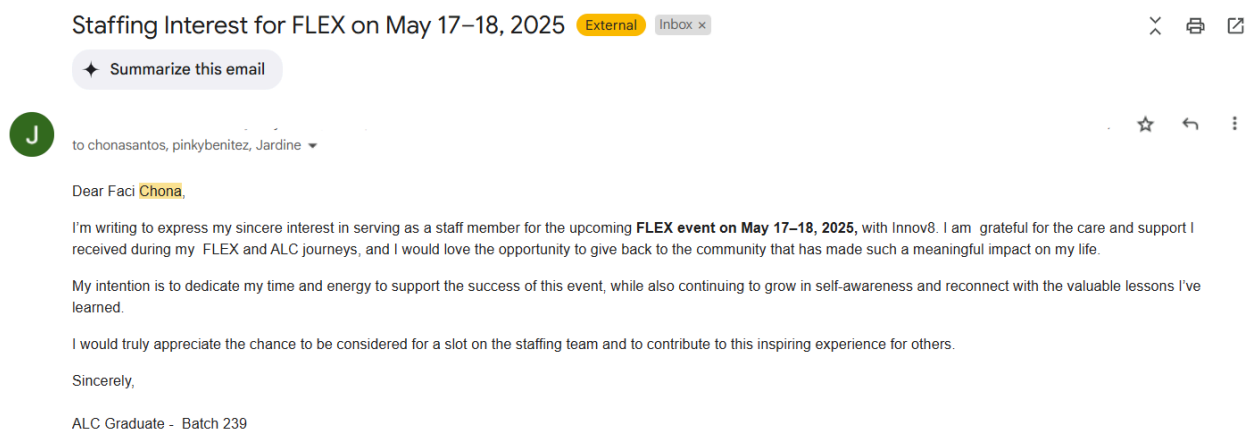Refer to the attached PDF file for the latest staffing schedule.

Step 2: Create a Letter of Intent (LOI)
Your Letter of Intent (LOI) should clearly outline your purpose and agenda for staffing. (Note: The LOI must be submitted at least two months prior to your desired schedule)

Send your email to:

- chonasantos@innov8.ph
- pinkybenitez@innov8.ph
- jardine.gerodias@expedise.ph

Below is a sample Letter of Intent:

Staffing Interest for FLEX on May 17–18, 2025 External Inbox ×

Summarize this email

to chonasantos, pinkybenitez, Jardine ▾

Dear Faci Chona,

I'm writing to express my sincere interest in serving as a staff member for the upcoming **FLEX event on May 17–18, 2025,** with Innov8. I am grateful for the care and support I received during my FLEX and ALC journeys, and I would love the opportunity to give back to the community that has made such a meaningful impact on my life.

My intention is to dedicate my time and energy to support the success of this event, while also continuing to grow in self-awareness and reconnect with the valuable lessons I've learned.

I would truly appreciate the chance to be considered for a slot on the staffing team and to contribute to this inspiring experience for others.

Sincerely,

ALC Graduate - Batch 239

Step 3: Wait for Confirmation from Faci Chona
Once you receive a confirmation email from Faci Chona, forward it to:
- hr@expedise.ph

Step 4: Join the Messenger Group Chat
Ms. Pinky will create a Messenger group chat. Make sure to join it. This is where you'll find out who your staff buddy is.

Step 5: Attend the Online Meeting
Staffers must attend **one Zoom meeting** either **two days or one day before** the scheduled staffing.

During the online meeting, the following will be discussed:

- **Check-in**: Introduction (Name, personal declaration, intention for staffing, and the value you want to feel and embody)
- **Discussion Topics**: Attire, program flow, call time, location, and items to bring

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Sample Schedule for Day 1 & Day 2 of Staffing:

Day 1

- **7:00 AM** – Staffers' check-in meeting

- **Introduction** – Name, personal declaration, and feeling (values)

- **Agenda** – Shared during the morning meeting

- **Meeting after lunch** – Review and discuss the day's progress

- **End-of-day check-in** – Reflect: *Did you embody the values you mentioned earlier?*

- **1-minute sharing** – Share your staffing experience

- **To-do after Day 1** – Call or text all your council birthday group members

- **Reminder before Day 2** – Follow up with your group: *"Nasaan na sila?"*

Day 2

- **7:00 AM** – Staffers' check-in meeting

- **Introduction** – Name, personal declaration, and feeling (values)

- **Agenda** – Shared during the morning meeting

- **Meeting after lunch** – Recap and final reminders

- **End-of-day check-in** – Reflect: *Did you embody the values you mentioned earlier?*

- **Distribute Certificates** – Take photos and encourage participants to join ALC

- **1-minute sharing** – Reflect on and share your overall experience

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FLEX and ALC Program Schedules

FLEX (Fundamentals of Leadership Experience) | In-person | Php12,000

FLEX Number	Dates
FLEX 286	May 10-11, 2025
FLEX 287	May 17-18, 2025
FLEX 288	July 5-6, 2025
FLEX 289	August 9-10, 2025
FLEX 290	August 16-17, 2025
FLEX 291	September 27-28, 2025
FLEX 292	October 25-26, 2025
FLEX 293	November 8-9, 2025
FLEX 294	January 10-11, 2026

ALC (Advanced Leadership Course) | In-person | Php25,000

ALC Number	Dates
ALC 245	June 13-15, 2025
ALC 246	July 11-13, 2025
ALC 247	August 29-31, 2025
ALC 248	September 5-7, 2025
ALC 249	October 10-12, 2025
ALC 250	November 28-30, 2025
ALC 251	December 5-7, 2025
ALC 252	January 16-18, 2026