



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



December 17, 2021

REGIONAL ORDER

ADDENDUM TO THE GUIDELINES ON THE USE OF NEAP-R FACILITIES AS TRAINING VENUE

1. These guidelines cover the use of NEAP-R as the training venue for workshops, seminars, trainings, conferences, and other education-related activities as stated in RO No. 8, s. 2021 re: Guidelines on the Use of NEAP-R Facilities.
2. The NEAP-R Management shall strictly adhere to the provisions of DepEd Order (DO) No. 15, s. 2017 and DO No. 02, s. 2018 re: Guidelines on Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities Organized and Conducted by DepEd.
3. In consideration of the prevailing rates for NEAP facilities, meals, and room accommodation for participants per day, the allowable rates shall not exceed One Thousand Five Hundred Pesos (**Php 1,500.00**). The chargeable rates shall include the following:

A. Provision for Accommodation and Use of Facilities and Equipment

- Accommodation, use of function hall of more than one day, and provision of audio-visual system/facility and other equipment and requirements such as free internet connection, and LCD projector shall be provided by NEAP-R.

B. Provision for Meals and Snacks (per day)

Meals	Rate
Breakfast	Php 150.00
Snacks(AM/PM)	Php 150.00
Lunch	Php 200.00
Dinner	Php 200.00
TOTAL	Php 700.00



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- For activities which are less than one day or which do not require three meals within a day, the allowable rates for meals shall be based on the rate for meals (i.e. 2 meals and 1 snack) stated in the table above.
 - Bringing of food for participants for their meals is strictly prohibited since NEAP-R has its contracted official caterer.
4. At the beginning of each year, DepEd shall request proposal from at least three food service providers for the catering of NEAP-R. The proposal most beneficial to DepEd and its clients shall be recognized as official food service provider of NEAP-R. Attached are the terms of reference for contracted official food service provider.
5. For room accommodation only, the allowable rate shall be Four Hundred Pesos (**Php 400.00**) per pax for overnight stay without meals.
6. For official activities which are conducted in one day or less, payment for the use of the function hall, provision of audio-visual system/facility and other equipment including internet connection, and LCD projector will be Five Thousand Pesos (**Php 5,000.00**) only.
7. All expenditures for the purpose thereof shall be subject to the usual budgeting, procurement, and accounting rules and regulations.
8. During the state of emergency due to the COVID 19 pandemic, the following shall be strictly observed:
- a. Adherence to IATF recommendation on health protocols by the Program Management Team and participants while inside the NEAP-R training venue
 - b. Submission of Individual Health Declaration Form for each participant upon registration and Safety and Health Assurance Plan and Evaluation (SHAPE) to be submitted by the Program Proponent to the NEAP-R facility-in-charge.
9. Reservation requests shall be submitted to the NEAP-R facility-in-charge through neap.calabarzon@deped.gov.ph a month prior to the conduct of the activity. In case of cancellation, the requesting party shall notify NEAP-R facility-in-charge two (2) weeks before the conduct of the activity.

10. Immediate dissemination of and strict compliance to this Regional Order is hereby directed.


FRANCIS CESAR B. BRINGAS
Regional Director 

References:

1. **DepEd Order No. 02, s. 2018** entitled "*Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals, and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education)*"
2. **DepEd Order No. 15, s. 2017** entitled "*Guidelines on the Allocation of Funds for Venue, Meals, and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education*"

TERMS OF REFERENCE OF CONTRACTED OFFICIAL FOOD SERVICE PROVIDER

1. The following expenses shall be charged against the contracted official food service provider/caterer:
 - a. use of kitchen and stockroom areas
 - b. water and electric bill
 - c. waste disposal fee
2. They shall pay the amount of Php 50.00/pax per day payable to NEAP through the RO Accounting Section or it shall be automatically deducted from their payment until such time that water and electric meter are installed, approved and ready for use by the contracted official food service provider.
3. They shall provide a list of menu items for the program proponents to choose from and ensure a variety of healthy foods for meals and snacks.
4. They are expected to provide the following:
 - a. lunch and dinner
- one soup and 2-main course with fruits as dessert
 - b. breakfast
 - c. morning and afternoon snacks
 - d. overflowing brewed coffee
 - e. availability of drinking water as needed by the participants anytime
 - f. first meal to be served for participants depends upon the request of the program proponent
5. They shall ensure that food service crews strictly follow the following health protocols:
 - a. with vax certificate or vaccination card;
 - b. with filled up health declaration form issued by the training proponent, and
 - c. wear service uniform, hair net and facemask
6. They shall have a health certificate issued by the City/Municipal Health Office.



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Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



12 July 2021

Regional Order

GUIDELINES ON THE USE OF NEAP FACILITIES

To : **Schools Division Superintendents**
Functional Division Chiefs

1. Relative to the operationalization of the National Educators Academy of the Philippines Region IV-A (NEAP-R), Training Center located at Malvar, Batangas, this Office through the HRDD-NEAP-R issues the following guidelines on the use of NEAP-R facilities:
 - a. The NEAP facilities shall be used solely for Education-related activities;
 - b. The NEAP management will strictly adhere to the provisions of DO nos. 15 s. 2017 and DO nos. 18, s. 2018 Re: Guidelines on allocation of funds for venue, meals and snacks and room accommodation for official activities organized and conducted by the Department of Education;
 - c. Adherence to IATF recommendations on health protocols shall be strictly observed by the Program Management Team (PMT) while inside the NEAP Training center; and
 - d. Strictly no private events and celebrations shall use the NEAP facilities.
2. Immediate dissemination of and strict compliance is hereby directed.


FRANCIS CESAR B. BRINGAS
Regional Director

hrdd/neap/leo



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