

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



**Regional Memorandum**

**USE OF PUBLICLY-OWNED FACILITIES AS VENUE  
FOR TRAININGS, SEMINARS AND OTHER SIMILAR  
ACTIVITIES**

To **Functional Division Chiefs – Regional Office**  
**Schools Division Superintendents**  
**School Heads of Public Elementary, Junior and Senior High School**  
**All Others Concerned**

1. The policy consideration in Annex H of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 entitled “Consolidated Guidelines for the Alternative Methods of Procurement” states:

**“b) Policy Considerations**

*i. Publicly-owned vis-a-vis privately-owned real property and venue*

*It is preferred that government agencies lease publicly-owned real property or venue from other government agencies.*

*If there is an available publicly-owned real property or venue that complies with the requirements of the Procuring Entity, it may enter into a contract of lease with the government-agency owner.*

*In the event that the Procuring Entity would resort to privately owned real property or venue, the End-User unit shall justify that the same is more efficient and economical to the government.” (Item V.D.9.b.i)*


2. Item V.D.9.a.ii of Annex H mentioned above defines “venue” as referring to training centers, convention halls, hotels and similar establishments catering to trainings, seminars, conferences, conventions, symposia and similar gatherings requiring the official participation of government officials and employees and this may include meals and accommodation depending on the requirements of the Procuring Entity.
3. In the procurement of “Lease of Venue”, the 2016 Revised IRR of RA 9184 permits the use of Negotiated Procurement in case of Small Value Procurement



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and Lease of Real Property and Venue, subject to the conditions in Annex H thereof. (Section 53.9 and 53.10)

4. It is however emphasized that the Procuring Entity shall ensure that the most advantageous price for the Government is obtained. (Item I of Annex H)
5. The DepEd NEAP-Malvar, Development Academy of the Philippines Conference Center (DAPCC) in Tagaytay, the Boy Scouts of the Philippines - BP International Makiling, Laguna, Tagaytay International Convention Center and many others are examples of publicly-owned real property or venues in Region IV-A CALABARZON.
6. Considering the foregoing, the regional office, schools division offices and schools are hereby instructed to abide by the policy considerations mentioned previously in this document. Henceforth, all procuring entities in the region are highly encouraged to hold their trainings, seminars, etc. at facilities that are owned by the government.
7. **The end-user/s must invariably submit a certification from the government entities regarding the non-availability of their facilities before resorting to privately-owned real property and venue.**
8. Wide dissemination of this Memorandum is hereby enjoined.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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