



Republic of the Philippines  
**Department of Education**  
**National Educators Academy of the Philippines**  
NATIONAL CAPITAL REGION

**CONTRACT**

**KNOW ALL MEN BY THESE PRESENTS:**

This contract, made and entered into, this **30<sup>th</sup> JUL 2025** day of **June 2025** at the **DepEd-NCR National Educators Academy of the Philippines, (NEAP)**, by and between:

**DEPARTMENT OF EDUCATION, NATIONAL CAPITAL REGION, NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (DepEd-NCR-NEAP )** with office address at 15 Cepeda St., Concepcion, Marikina City represented by **HAJJI R. PALMERO**, Chief, HRDD NEAP, DepEd-NCR, hereinafter referred to as First Party:

and

The **DepEd Region IV-A CALABARZON - Policy, Planning and Research Division ( PPRD )** , with office address at Gate 2 Karangalan Village Cainta Rizal represented by **ATTY. ALBERTO T. ESCOBARTE, CESO II**, Regional Director , hereinafter referred to as the Second Party ;

**WITNESSETH:**

WHEREAS, the **First Party** , is engaged in the operations and maintenance of a Training Center usually offering its services but not limited to DepEd ;

WHEREAS, the Second Party is interested and reserved for the use of the **First Party's** board, lodging and facilities for the activity "**Interface with SDO Counterparts cum Optimizing Workflow Junctions** " ; with **thirty ( 30 )** participants on **July 14-15 , 2025**.

WHEREAS, the parties agree under the terms and conditions stipulated hereunder;

**I. GENERAL CONDITION**

1. That the Second Party shall inform the First Party at least one (1) week in advance of the date they shall move-in and the need for its facilities. For this purpose, the Second Party shall accomplish an Information Sheet stating therein the specific facilities and service needed and the date they will be needed, and the specific program.



15 Cepeda St. Concepcion I, Marikina City  
email Address: neaprelc.ncr@deped.gov.ph  
Contact No. 70075698



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2. That the **Information Sheet** shall make reference to this particular contract and shall automatically form part of this contract.
3. That the Second Party shall pay the equivalent of 50 % of the estimated cost as downpayment before the event.
4. That the Second Party shall pay the equivalent of 100% of the total estimated cost indicated in the **Information Sheet** immediately after the first day of actual use of facilities.
5. In case of total withdrawal, when Second Party will not anymore use the First Party's facilities at any time within the current calendar year, an equivalent amount of 20% of the estimated cost will be paid by the Second Party for liquidated damages.

**II. CONDITIONS FOR THE USE OF DORMITORIES/TRAINING FACILITIES**

1. The First Party shall provide and made available to the Second Party the facilities, dormitories and food as shall be needed by the Second Party at the following rate of **P 1,500.00 per person per day;**
2. The Second Party shall comply with and observe the rules and regulations as well as any directive which may be promulgated by the First Party regarding the use of the said facilities;
3. That any damage to properties and equipment caused by the Second Party or its participants shall be charged to the Second Party ;
4. The First Party shall not be held liable for any loss of Second Party's personal belongings inside the leased premises;
5. The First Party shall not be answerable for extra orders served to the participants, staff, faculty members or guests that are outside of those enumerated in the Information sheet.

This CONTRACT shall take effect on **July 14-15, 2025.**

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Certificate No. PHP 0008  
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IN WITNESS WHEREOF the parties, have hereunto set their hands this  
\_\_\_\_\_ day of ~~11 JUL 2025~~ ~~RODRIGUEZ RIZAL~~ Philippines.

By :

By:

**HAJJI R. PALMERO**  
Chief, HRDD -NEAP

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

**SIGNED IN THE PRESENCE OF:**

**DENISSE RITA P. DANDAN**  
Dormitory Manager II

**RANDIE B. ATIENZA**  
Education Program Supervisor

**Certified Available Funds**

Republic of the Philippines)

RODRIGUEZ RIZAL )S.S

**BEFORE ME**, this ~~30<sup>th</sup>~~ <sup>11</sup> day of **June**, **2025** personally appeared **HAJJI R. PALMERO**, with Identification No. \_\_\_\_\_ representing **DepEd- NCR- National Educators Academy of the Philippines (NEAP)** and **ATTY. ALBERTO T. ESCOBARTE** with Identification No. \_\_\_\_\_ representing the **DepEd Region IV-A CALABARZON** known to me to be the same persons who executed the foregoing statement and they acknowledged to me that the same is their true and voluntary act and that of their respective principals.

This instrument consisting of \_\_\_\_\_ pages to as **CONTRACT** and has been signed and every page by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL.

**ATTY. EVANGELINE P. OMADTO**  
Notary Public for Rodriguez, Rizal

~~Until December 31, 2025~~

**NOTARY PUBLIC**

Reg. No. 53178/1111 No. 2-031470740000

PTA No. 23134235 01/06/2025, Rizal

IDP No. 420304, 01/14/2024-2025, Rizal

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No. 4 A Bonifacio St. Rosario Rodriguez Rizal

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