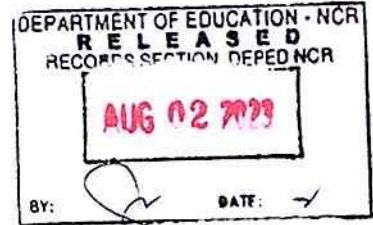




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



July 18, 2023

REGIONAL MEMORANDUM

No. **716**s. 2023

To: Schools Division Superintendents
 Functional Division Chiefs
 All Others Concerned

GUIDELINES ON THE USE OF NEAP NCR FACILITY AS VENUE FOR WORKSHOPS, SEMINARS, TRAININGS, CONFERENCES, AND OTHER OFFICIAL ACTIVITIES

1. Pursuant to DO No. 043, s. 2022 or the Omnibus Travel Guidelines for all personnel of the Department of Education, specifically on #4 Accommodations, the field is hereby informed on the captured subject matter.
2. In addition, DO 011, s. 2019 warrants that NEAP in the Regions shall be prioritized for venue of workshops, seminars, trainings, conferences, and other official activities organized and conducted by the Department, and that accommodation and rentals shall be exempted from any bidding requirements to ensure adequate but reasonably priced services and amenities.
3. In prioritizing NEAP all concerned are advised to adhere to NEAP NCR established procedures from availing of Certificate of NEAP NCR Availability/Non-Availability to NEAP Booking Process in adherence to existing policies and guidelines of government procurement specified in the Revised RA 9184, Enclosure No. 1.
4. Enclosed are the following:
 - A. Revised NEAP NCR Rates of Fees and Charges
 - B. Process of Certification of Availability/ Non-Availability
5. For Dissemination and compliance of all concerned.


WILFREDO E. CABRAL, CESO III
 Regional Director

Encl.: As stated
 Reference:
 To be indicated in the Perpetual Index



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