

HRDDIV



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

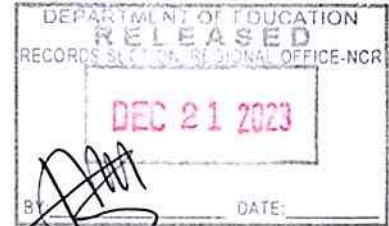


December 18, 2023

REGIONAL MEMORANDUM

No. 1303 s. 2023

To: Schools Division Superintendents
 Functional Division Chiefs
 Unit/Section Heads
 All Others Concerned



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

1. All concerned are advised to strictly adhere to the implementation of the attached approved guidelines on the Guidelines on the Use of NEAP NCR Facility as a Venue for Workshops, Seminars, Training, Conferences, and Other Official Activities.
2. Immediate dissemination and strict compliance of this memorandum is desired.

[Signature]
JOCELYN D.R. ANDAYA
 Director IV



Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

December 13, 2023

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

1. Pursuant to **Executive Order No. 77**, Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel (Section 7) and **DO No. 043, s. 2022** or the Omnibus Travel Guidelines for all Personnel of the Department of Education #4 Accommodations), the field is hereby informed on the captured subject matter.
2. In addition, **DO 011, s. 2019** warrants that the National Educators Academy (NEAP) training facility 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 training facility, all concerned are advised to adhere to the NEAP NCR booking process:
 - a. Submit or email a letter of request for reservation stating the following:
 1. title and target date of the activity
 2. number of participants
 3. training specifications/requirements
 - b. Attach the following documents:
 1. Approved AR (Activity Request)
 2. Approved ATC (Authority to Conduct)
 3. SARO (Special Allotment Release Order) if applicable
 - c. Wait within 72 hours to give ample time for the facility personnel to validate the request in order to provide any of the following actions:
 1. Issuance of certificate of availability
 2. Issuance of certificate of unavailability
4. Please see attached Enclosures:
 - a. Memorandum, Revised NEAP NCR Rates of Fees and Charges
 - b. Adjusted NEAP Dormitory Rooms and Training/Events Spaces (2023)



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5. For reservation and inquiry, contact **70075698** or email at **neaprelc.ncr@deped.gov.ph** with the subject **Request for Reservation**. The letter or email shall be addressed to **Hajji R. Palmero**, Chief, HRDD-NEAP.
6. The content of this guidelines will take in effect starting January 2024.

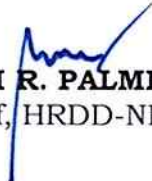
Prepared by:


DENISSE RITA P. DANDAN
Dormitory Manager II

Recommending Approval:


CRISTITO A. ECO, CESO IV
Assistant Regional Director

Noted by:


HAJJI R. PALMERO
Chief, HRDD-NEAP

Approved by:


JOCELYN D.R. ANDAYA
Director IV




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Enclosure A: Memorandum, Revised NEAP NCR Rates of Fees and Charges



Republic of the Philippines
KAGAWARAN NG EDUKASYON
 (DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
 (NATIONAL CAPITAL REGION)
 Duzag Misamis, Bago Bantay, Lungsod Quezon
 (Misamis St., Bago Bantay, Quezon City)

By: 
 Date: 8/17/18 Time: 1:00

MEMORANDUM

To : Regional Division Chiefs and Unit Heads
 Schools Division Superintendents
 All Others Concerned

From : Office of the Regional Director

Subject : Revised NEAP-NCR Rates of Fees and Charges

Date : August 17, 2018

With reference to DepEd Order No. 15, s. 2017 re: 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, and as amended by DepEd Order No. 02, s. 2018, please be informed that effective September 1, 2018, new rates shall be implemented for the use/rental of the National Educators Academy of the Philippines [NEAP-NCR], #15 Cepeda St., Concepcion, Marikina City:

DORMITORY ROOMS		
ROOMS	CAPACITY [NO. OF PAX]	RATES [Php.]
Room 105 (with TV)	3	1,500.00/room
Room 110 (with TV)	4	2,000.00/room
Dormitory Rooms 115-130	6	450.00/pax
Dormitory Room 135	7	450.00/pax
Dormitory Rooms 140-145	8	450.00/pax
Dormitory Room 150	9	450.00/pax
Dormitory Rooms 155-160	8	450.00/pax
Dormitory Room 165	9	450.00/pax
Dormitory Room 170	9	450.00/pax
Dormitory Room 175	12-14	450.00/pax
Dormitory Room 180	12-14	450.00/pax
Dormitory Room 205	12-14	450.00/pax
Dormitory Room 210	12-14	450.00/pax
Dormitory Room 215	12-14	450.00/pax

Work toward excellence... play to win!

mm 6573



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FUNCTION ROOMS		
ROOMS	CAPACITY [NO. OF PAX]	RATES [PhP.]
Training Hall 1	30-50	3,000.00
Standard rate (8 hrs. use)		<i>Inclusive of sound system</i>
Succeeding rate/hour		300.00
Training Hall 2	50-80	4,000.00
Standard rate (8 hrs. use)		<i>Inclusive of sound system</i>
Succeeding rate/hour		400.00
TGD Hall	100-200	5,000.00
Standard rate (8 hrs. use)		<i>Inclusive of sound system</i>
Succeeding rate/hour		500.00
CAFETERIA		
Cafeteria and kitchen facilities	150	2,500.00/day (100 pax & above) 1,500.00/day (less than 100 pax)
Dining Hall 2	80	1,500.00/day (less than 100 pax)
EQUIPMENT		
	RATES (per hour)	* Equipment brought in will be charged P50.00 per hour as electrical consumption fee. NOTE: 50% Down payment and full payment after the use of NEAP facilities. CHECK OUT TIME: 12:00 NOON
LCD Projector	300.00	
Computer	50.00	

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The following are the package rates for Live-In/Out Training Activities:

Live-In Training <ul style="list-style-type: none">• Full board (Breakfast, lunch, & dinner with 2 snacks)• Lodging• Use of facilities (Training Halls)• Use of sound system and other equipment	Rate PhP. 1,500.00
Live-Out Training <ul style="list-style-type: none">• Meals (Lunch & 2 snacks)• Use of facilities (Training Halls)• Use of sound system and other equipment	Rate PhP. 750.00

The adjustment is necessary to sustain the functionality of the Academy facilities and defray the escalating costs of electricity, water, and other operation expenditures.

Immediate dissemination of this Memorandum is desired.


WILFREDO E. CABRAL
Officer-In-Charge
Office of the Regional Director

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**Enclosure B: Adjusted NEAP Dormitory Rooms and Training/Events Spaces
(2023)**

DORMITORY ROOMS		
ROOMS	CAPACITY (NO. OF PAX)	RATES Available for Transients
Room 105	3	P500.00/pax
Room 110	4	P500.00/pax
Dormitory Rooms 115 & 130	4	P450.00/pax
Dormitory Room 135	7	P450.00/pax
Dormitory Rooms 140 & 145	6	P450.00/pax
Dormitory Room 150	8	P400.00/pax
Dormitory Rooms 155 & 160	6	P450.00/pax
Dormitory Room 165	8	P400.00/pax
Dormitory Room 170	8	P400.00/pax
Dormitory Room 175	10	P400.00/pax
Dormitory Room 180	10	P400.00/pax
Dormitory Room 205	10	P400.00/pax
Dormitory Room 210	10	P400.00/pax
Dormitory Room 215	10	P400.00/pax
Total	120	



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Training Packages	Rate	Inclusions
Live - In Training	P 1,500.00	<ul style="list-style-type: none"> • Full board (breakfast, lunch, dinner, AM & PM snacks) • Lodging • Use of Training Hall, sound system and other equipment
Live - out Training	P 1,000.00	<ul style="list-style-type: none"> • Meals (Lunch & 2 snacks) • Use of training hall, sound system, and other equipment

NEAP MARIKINA				
15 Cepeda St. corner N. Santos, Concepcion I, Marikina City				
TRAINING HALLS	CAPACITY (NO. OF PAX)	RATES (PhP) (Standard 8 hrs.)	Succeedin g Rate/Hou r	Inclusions (Parking for PMT, Limited Slots Only)
1. Training Hall 1	30-40	₱3,000.00	₱300.00	<ul style="list-style-type: none"> • Basic sound system • White screen • Projector • Tables and chairs
2. Training Hall 2	50-60	₱4,000.00	₱400.00	
3. Training Hall 3	20	₱2,500.00	₱250.00	
4. Training Hall 4	10	₱1,500.00	₱200.00	
<p>Equipment brought in will be charged accordingly:</p> <p>₱50.00 - printer, photocopying machines , hair dryer, flat iron</p> <p>₱1000.00 - lights and sounds equipment</p> <p>50% Down payment before the event is required.</p> <p>Full payment after the use of the facility.</p> <p>NEAP reserves the right to accommodate requests depending on its capacity to deliver the required services.</p>				



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Cafeteria and Kitchen Facilities				
Flexi Option 1		P2,000.00/ day (Less than 100 pax) P2,500.00/ day (100 above pax)		<ul style="list-style-type: none"> Tables and chairs Renter/caterer must provide own catering supplies and materials on day/s of service No storage space provided
Flexi Option 2	140	P25,000.00 / month		<ul style="list-style-type: none"> Tables and chairs MUST SHOULD actual cost of utility bills (MERALCO, Manila Waters, etc.)

FUNCTION ROOMS				
Regional Office				
Misamis St., Bago Bantay, Quezon City				
	CAPACITY (NO. OF PAX)	RATES (PhP) (Standard 8 hrs.)	Succeedin g Rate/Hou r	Inclusions (Parking not included)
1. Usec. Varela Hall, 4th Floor, New Building	150	P20,000.00	P500.00	<ul style="list-style-type: none"> Basic sound system White screen Projector Tables and chairs
2. NEAP Continuous Learning Hub,	20	P3,000.00	P300.00	<ul style="list-style-type: none"> Basic sound system



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3rd Floor, New Building				<ul style="list-style-type: none">• White screen• Projector• Tables and chairs• Limited internet access
3. NCR Conference Hall, 2nd Floor	<ul style="list-style-type: none">• 90 with tables and chairs• 120 chairs only	<ul style="list-style-type: none">• P10,000.00 (whole)• P5,000.00 (Half portion)	₱400.00	

*Equipment brought in will be charged accordingly:
₱50.00 - printer, photocopying machines
₱1000.00 - lights and sounds equipment

NOTE:
50% Down payment before the event is required.
Full payment after the use of the facility.
NEAP reserves the right to accommodate requests depending on its capacity to deliver the required services.