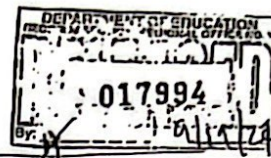




Republic of the Philippines
Department of Education
 REGION V - BICOL



September 18, 2024

REGIONAL MEMORANDUM
 No. 01067, s.2024

To: Assistant Regional Director
 Schools Division Superintendents
 Functional Division Chiefs, *this Office*
 Unit and Section Heads, *this Office*
 All Program Owners/Implementers/End-users
 All Others Concerned

DEPED ROV INTERIM GUIDELINES ON THE USE OF DEPED NEAP – R5 FACILITY AS VENUE FOR WORKSHOPS, SEMINARS, TRAINING, CONFERENCES, AND OTHER OFFICIAL ACTIVITIES

1. With our efforts to optimize and maximize resources of our DepEd NEAP R-5 facility, this Office enjoins DepEd Region V Personnel to utilize the National Educators Academy of the Philippines (NEAP) – R5 facility as the primary venue in conducting events and activities of our agency.
2. All concerned are advised to strictly adhere to the implementation of the attached approved Interim Guidelines on the use of NEAP – R5 Facility as venue for workshops, seminars, training, conferences, and other official activities.
3. In exceptional cases where the NEAP-R5 cannot accommodate specific needs or conflict of schedule, alternative venues may be considered with prior approval from the Directorate Office.
4. Request for such exceptions should be submitted with a detailed justification by the end-user to the Office of the Regional Director.
5. Attached are the approved interim guidelines on the use of DepEd NEAP-R5 Facility and NEAP R5 Dormitory Room and Training Hall Rates.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT ASASDAD
 Regional Director



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V - BICOL
 TANGGAPANG PANSANGAY NG CATANDUANES

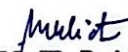


October 7, 2024

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors/In-Charge of Districts
 Elementary and Secondary School Heads
 All Others Concerned

For information and compliance.

By Authority of the OIC- Schools Division Superintendent

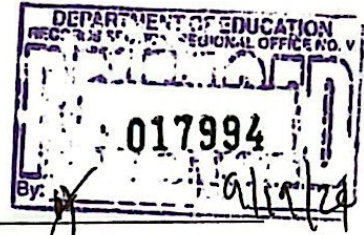

ATTY. NORLITO JR. P. AGUNDAY
 Attorney III-Legal Officer
 Officer- In- Charge



San Roque, Vera, Catanduanes
 053-511663
 catanduanes@deped.gov.ph
 www.depedregioncatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
 REGION V - BICOL



September 18, 2024

REGIONAL MEMORANDUM

No. 01067, s.2024

To: Assistant Regional Director
 Schools Division Superintendents
 Functional Division Chiefs, *this Office*
 Unit and Section Heads, *this Office*
 All Program Owners/Implementers/End-users
 All Others Concerned

**DEPED ROV INTERIM GUIDELINES ON THE USE OF DEPED NEAP – R5 FACILITY
 AS VENUE FOR WORKSHOPS, SEMINARS, TRAINING, CONFERENCES,
 AND OTHER OFFICIAL ACTIVITIES**

1. With our efforts to optimize and maximize resources of our DepEd NEAP R-5 facility, this Office enjoins DepEd Region V Personnel to utilize the National Educators Academy of the Philippines (NEAP) – R5 facility as the primary venue in conducting events and activities of our agency.
2. All concerned are advised to strictly adhere to the implementation of the attached approved Interim Guidelines on the use of NEAP – R5 Facility as venue for workshops, seminars, training, conferences, and other official activities.
3. In exceptional cases where the NEAP-R5 cannot accommodate specific needs or conflict of schedule, alternative venues may be considered with prior approval from the Directorate Office.
4. Request for such exceptions should be submitted with a detailed justification by the end-user to the Office of the Regional Director.
5. Attached are the approved interim guidelines on the use of DepEd NEAP-R5 Facility and NEAP R5 Dormitory Room and Training Hall Rates.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

RECEIVED

Date: 9/20/24
 Time: 4:22

GILBERT ASADSAD
 Regional Director



Regional Center Site, Rawis, Legazpi City 4500

☎ 0969 516 9555
 ✉ region5@deped.gov.ph



Encls: as stated
To be included in the Perpetual Index
under the following subjects:
GUIDELINES
NEAP FACILITY

HRDD/rtb/lja/r/ibc
09/18/2024



Republic of the Philippines
Department of Education
REGION V - BICOL

**DEPED ROV INTERIM GUIDELINES ON THE USE OF DEPED NEAP – R5
FACILITY AS VENUE FOR WORKSHOPS, SEMINARS, TRAINING,
CONFERENCES, AND OTHER OFFICIAL ACTIVITIES**

1. Pursuant to **Executive Order No. 77** titled **Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel, Section 7. Mode of Transportation and Type of Accommodation**, paragraph a, state that;

“The agency head or the designated officials shall determine the mode of transportation and type of hotel/lodging to be availed, which in all cases shall be most economical and efficient.”

2. In furtherance, **DepEd Order No. 43, s. 2022** titled **Omnibus Travel Guidelines for all Personnel of the Department of Education, Section IV on Official Travel** item C.4 emphasized that:

“To ensure adequate but reasonably-priced services and amenities, the workshops, seminars, trainings and conferences, and other official activities organized and conducted by the Department shall use DepEd training venues such as the office conference rooms, Regional Education Learning Centers (RELCs), Applied Nutrition Center, ECOTECH Center, **National Educators Academy of the Philippines (NEAP)**, and Baguio Teachers Camp (BTC). It is also encouraged to patronize DOT-accredited accommodations.

If above facilities are not available on the basis of certification of the authorized official from these venues, the selection of other venues and facilities shall adhere to existing policies and guidelines on procurement.

3. In prioritizing the NEAP training facility, all concerned are advised to adhere to the NEAP – R5 booking process:

a. Submit or email a letter of request for reservation two (2) to three (3) months prior to the conduct of activity stating the following; except for those activities whose funds are downloaded from Central Office and other urgent activities:

1. Title and target date of the activity
2. Number of participants



Regional Center Site, Rawis, Legazpi City 4506

☎ 0969 516 9555

✉ region5@deped.gov.ph



Certificate No. PHP-GMS
24 93 0192

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. For reservation and inquiry, contact **09298307396** or email **neapr5.dormitory@deped.gov.ph** with the subject **Request for Reservation**. The letter or email shall be addressed to **Gilbert T. Sadsad, Regional Director**, and **Attention: Mr. Roy T. Bañas**, Chief Education Supervisor, and HRDD-NEAP R.

5. This guidelines shall take effect upon approval by the Regional Director and shall remain in force unless terminated or revoked.

Prepared by:


LORENZO J. AVENDO JR.
Dormitory Manager II

Reviewed by:


ROY T. BAÑAS
Chief ES, HRDD-NEAP-R5
7/18/19

Recommending approval:


BEBIANO I. SENTILLAS
Assistant Regional Director

Approved:


GILBERT T. SADSAD
Regional Director



Republic of the Philippines
Department of Education
REGION V - BICOL

NEAP-R5 FACILITIES AND DORMITORY RATES

CONFERENCE HALL	DEPED FUNDED TRAININGS	NON-DEPED
NEAP-R5 Hall		
Number of participants		
50 and below	5,000.00	6,000.00
51 to 70	6,000.00	7,000.00
71 to 80	7,000.00	8,000.00
81 and above	8,000.00	10,000.00
Third Floor Dormitory Conference Hall		
Number of participants		
30 and below	3,000.00	4,000.00
31 to 40	4,000.00	5,000.00
41 and above	5,000.00	6,000.00
Dormitory Mess Hall	2,000.00	3,000.00

OCCUPANTS	DORMITORY RATES
Student/ PWD/ Senior Citizen	250.00/head/day
DepEd Officials/ Teachers	350.00/head/day
Non-DepEd	



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>

