



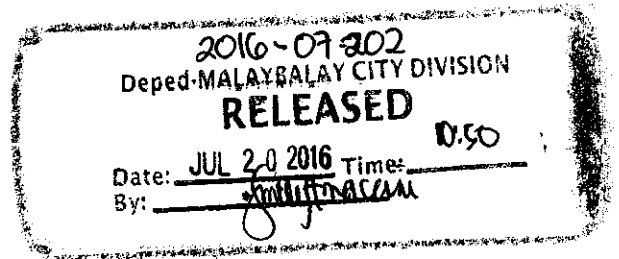
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

Telefax: 088 - 314 - 0094 email: depedmalaybalay@gmail.com




DIVISION MEMORANDUM

NO. 366 S. 2016



To: Chief Education Supervisor and Staff, SGOD
Chief Education Supervisor and Staff, CID
Public Elementary and Secondary School Heads
This Division

From:  **EDILBERTO L. OPLENARIA, CESO VI**
OIC- Schools Division Superintendent

Date: July 19, 2016

Subject: **DISSEMINATION OF REGIONAL ORDER NO. 158 S. 2016 DATED JULY 06, 2016 RE: "IMPLEMENTATION OF NEW RATES, POLICIES AND GUIDELINES FOR THE USE OF THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP R-X)"**

1. For the information and guidance of all concerned, this Office hereby disseminates the herein Regional Order No. 158, s. 2016 dated July 06, 2016 Re: "**Implementation of New Rates, Policies and Guidelines for the use of the National Educators Academy of the Philippines (NEAP R-X)**", the content of which is self-explanatory.
2. School Heads are encouraged to post this memorandum in their bulletin boards for publication.
3. For widest dissemination.

Attached:
Regional Order
To be posted in the Website



July 06, 2016

Regional Order
No. 158 s, 2016

DepED-X
Cagayan de Oro City

To: Schools Division Superintendents
Chief of Functional Divisions
This Region

10 JUL 2016
4/17
RELEASED

**IMPLEMENTATION OF NEW RATES, POLICIES AND GUIDELINES FOR THE USE OF THE
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP R-X)**

1. Pursuant to EO No. 366 re Rationalization Law and implemented through Department Order No. 52, s. 2015 re New Organizational Structures of the Central, Regional, and School Division Offices of the Department of Education. The National Educators Academy of the Philippines (NEAP, R-10) under the supervision of Human Resource Development Division (HRDD) is mandated to develop the Human Resource of the Region and School Division through Learning and Development Systems. To address the needs of the trainers and trainees, NEAP-R 10 is committed to serve the clientele with the desired training standards. At the moment this establishment is in the process of upgrading its facilities, thus to sustain its financial needs, this office through NEAP R-X shall adjust the current rate due to increase of prices and commodities in the market. The following rates that will be adapted effective immediately are as follows:

Services	Rate	Particulars
1.1 Lodging	P 300.00/head/day P 350.00/head/day with toiletries (towel, tissue, shampoo & soap)	Check-in time 12:00 noon Check-out 12:00 of the Following day

Services	Rate	Particulars
1.2 Use of Session Halls	<p>For Government Offices: Jose P. Rizal P5,000/day JR Borja 3,000/day</p> <p>For Private Entity : Jose P. Rizal P6,000/day JR BORJA 4,000/day</p>	<p>From 8:00 am to 5:00 PM</p> <p>An overtime fee shall be charged After 5:00 pm.</p> <p>(Rate/8) X (No. of hours)</p>
1.3 LCD Projector	P 800 for 8 hours After 8 hours there will be an additional charge of P100/hr.	Actual use is limited within the NEAP facilities.
1.4 Catering Charges	18% on food rate/head/day	For meals & snacks prepared and served at NEAP.

2. For Security reason and for clearance purposes guest/participants are required to deposit a valid identification Card at the counter upon checking in and the same shall be returned upon checking out after a clearance from the counter-in-charge is given.

3. Participants who return beddings/linens found to have damage/stain or with markings shall be imposed a fine of P200.00.

4. Guest/Participants who expect to check-in at NEAP after 9:00 o'clock, in the evening, are advised to give an advanced notice of arrival to the management not later than 4:00 p.m. of the same day of arrival so that an arrangement can be made for the accommodation.

5. All trainings conducted by the Regional Office shall be held at NEAP R-10 and shall be given priority as to scheduled booking. However, in the event that the training centre is not available or beyond the capacity of the expected number of participants, conduct of the same is allowed using outside facilities subject to the approval of the Regional Director.

6. Request for discounts and or special rates for the above given rates shall be made in writing subject to the approval of the Regional Director and be submitted to NEAP R-10 In Charge for record purposes.

7. All functional divisions of the Region or proponents of every activity who wish to avail of the NEAP services, booking shall be done in advance to NEAP R-X or Human Resource Development Division (HRDD). It is also expected that NEAP will be provided copies of the following to support billings that will be submitted to Finance Division for the use of NEAP facilities:

- a. Regional Memorandum of the said Activity;

- b. Approved Budget;
- c. Approved Purchase Request (PR); and
- d. Attendance Sheet.

8. It is understood of course that the processing of the billing and or the preparation of the documents for the payment of the meals served during an activity shall remain as the responsibility of the functional division/unit/office concerned.

9. Only vehicles of the participants, guests, employees of DepEd R-10 are allowed to Park in NEAP parking area or vicinity. Overnight parking will require prior notice with the NEAP RO in-charge.

9. This supersedes previous issuances/memoranda issued relative to matters above.

10. For Compliance.


ALLAN G. FARNAZO
Regional Director

cc: The Resident Auditor

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