



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

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October 8, 2013

DIVISION MEMORANDUM

No. 275 s. 2013

Deped-MALAYBALAY CITY DIVISION

072
RELEASED

Date: 10/9/13 Time: 2:58
By: Arabelle

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 130, S. 2013
(IMPLEMENTATION OF NEW RATES, POLICIES, AND GUIDELINES FOR THE USE OF
THE REGIONAL EDUCATIONAL LEARNING CENTER, REGION 10,
(RELC-X, LAPASAN, CAGAYAN DE ORO CITY)**

TO : Promotional Staff
Public Schools District Supervisors
School Administrators (Elementary and Secondary)
Section Heads
All Others Concerned

1. For information and guidance of all concerned, enclosed is a copy of the Regional Memorandum No. 130, s. 2013 *re Implementation of new rates, policies and guidelines for the use of the Regional Educational Learning Center, Region 10, (RELC-X), Lapanan, Cagayan de Oro city*, which is self-explanatory.
2. For immediate dissemination.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

Copy furnished:
Records Section

To be posted in the Division Website



September 9, 2013

Regional Memorandum
No. 180 s., 2013

To: Schools Division Superintendents/Officers In Charge
Chief of Divisions/Units
This Region

IMPLEMENTATION OF NEW RATES, POLICIES AND GUIDELINES FOR
THE USE OF THE REGIONAL EDUCATIONAL LEARNING CENTER,
REGION 10,
(RELC - X), Lapasan, Cagayan de Oro City

1. With the continued improvements undergone at the Regional Learning Center, (RELC) of this Region and with the constant increase of prices of commodities most particularly electricity and water bills, henceforth the following adjusted rates will be adapted by the establishment:

Service	Rate	Particulars
1.1. Lodging	P300.00/head/day	Check-in time is at 12:00 noon and check-out is 12:00 of the following day.
1.2. Use of Session Halls	Session Hall – I P 3,000.00/day Session Hall – 2 P 2,000.00/day	For use from 6:00 a.m. to 6:00 p.m. . An overtime fee of P250.00 per hour shall be charged after 6:00 p.m.
1.3. Catering Charges	18% on food rate/head/day	For meals prepared and served at RELC .

2. For security reason and for clearance purposes guests/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. Participants who expect to check-in at RELC after 9:00 o'clock, in the evening, are advised to give an advanced notice of arrival to the management not later than 4:30 p.m. of the same day of arrival so that an arrangement can be made for their accommodation.
5. Approval on the request for discounts and or special rates for the aboved set rates shall be made in writing subject to the approval of the Director IV and be submitted to the RELC In charge for record purposes.
6. This rescinds previous issuances/memoranda issued relative to matters aboved.
7. Strict compliance.



INGRID G. RACOMA, Ph.D., CESO IV
OIC, Office of the Regional Director

c.c.: The Resident Auditor
RELC-in-Charge