



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 217 s. 2024

MAY 22 2024

**UPDATED IMPLEMENTATION GUIDELINES ON THE CONDUCT OF
REGIONAL AND DIVISIONAL ACTIVITIES AT THE NATIONAL
EDUCATORS ACADEMY OF THE PHILIPPINES,
REGION III (NEAP, R-III)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Others Concerned

1. In line with DepEd Memorandum No. 360, s. 2024 titled "**UPDATED IMPLEMENTATION GUIDELINES ON THE CONDUCT OF REGIONAL AND DIVISIONAL ACTIVITIES AT THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, REGION III (NEAP, R-III), PULUNGBULU, ANGELES CITY**", this Office announces the provisions of DepEd Order No. 02, s. 2018 articulating the Implementation Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for official Activities Organized and Conducted by the Department of Education.
2. The implementation guidelines also include those activities to be conducted by Non-DepEd entities or individuals at the NEAP, R-III. Attached is the DepEd Regional Memorandum No. 360, S. 2024 for reference and other details.
3. Immediate dissemination of and strict compliance to this Memorandum is enjoined.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

References: as stated.

Encl.: as stated.

To be indicated in the Perpetual Index
under the following subjects:

NEAP,R-III

SO11/mbdc
May 20, 2024



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REGION III-CENTRAL LUZON

MAY 17 2024
BY: _____

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MAY 17 2024
Received

REGIONAL MEMORANDUM

No. 360, s. 2024

UPDATED IMPLEMENTATION GUIDELINES ON THE CONDUCT OF REGIONAL AND DIVISIONAL ACTIVITIES AT THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, REGION III (NEAP, R-III)

To : Schools Division Superintendents
Regional Chiefs of Function Divisions
Heads of Sections/Units
& NEAP, R-III Dormitory Manager

1. This is to announce the Updated Implementation Guidelines on the Conduct of Regional and Divisional Activities at the National Educators' Academy of the Philippines, Region III (NEAP, R-III), Pulungbulu, Angeles City.
2. The Office Memorandum primarily states the provisions of DepEd Order No. 02, s. 2018 articulating the Implementation 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.
3. The implementation guidelines also include those activities to be conducted by Non-DepEd entities or individuals at the NEAP, R-III. Enclosed is a copy of the Implementation Guidelines for reference.
4. For information, guidance, and compliance of all concerned.

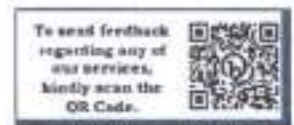
For the Regional Director:

Jessie L. Amin
JESSIE L. AMIN, EdD, CESO V
Assistant Regional Director

Incl.: As stated
REFERENCE: DepED Order No. 02, s. 2018
To be indicated in the perpetual index
under the following subjects:

GUIDELINES NEAP RATES ACTIVITIES

HRDD1/
May 16, 2024



1.02



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UPDATED IMPLEMENTATION GUIDELINES ON THE CONDUCT OF REGIONAL AND DIVISIONAL ACTIVITIES AT THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, REGION III (NEAP, R-III)

I. Rationale

Pursuant to DepED Order No. 02, s. 2018, the Guidelines on the Allocation of Funds for Venue, Meals and Snacks including Room Accommodation for Official Activities Organized and Conducted by the Department of Education have been amended effective January 2018.

While the aforementioned ORDER does not prohibit the conduct of official DepEd Regional Activities in hotels and in other private venues, the use of the National Educators' Academy of the Philippines, Region III (NEAP, R-III) is strongly encouraged to be able to generate funds for its sustained operations.

Except for unavailability of the NEAP, R-III due to conflict in schedule of activities and other valid reasons, the proponent/organizer of the activity should prioritize the use of its facilities as the venue for the conduct of such activity.

Attributed to the above circumstance, DepEd Regional Office observed that at present NEAP, R-III is not able to generate adequate funds to effectively sustain its operations since only few Regional Activities are conducted at the Academy.

In consideration of the aforecited, these implementation guidelines on the conduct of regional activities such as trainings, seminars, workshops, meetings, conferences among others are necessary to articulate some policies, arrangements, and other requirements not only for the benefit of Regional Office III but also for Schools Division Offices and other users of the facilities.

II. Scope

The issuance of these guidelines on the conduct of Regional Activities at the National Educators' Academy of the Philippines, Region III covers the capacity-building activities, conferences, and meetings implemented by the Office of the Regional Director, Functional Divisions, and Units and Sections of the Regional Office. It includes both live-out and live-in regional/divisional activities.

The implementation guidelines also cover activities of Schools Division Offices and Non-DepEd entities/individuals to be conducted at the NEAP, R-III.





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In the event of health emergencies, it encompasses the observance of health and safety protocols, reservation or choice of the venue, rates for the use of conference halls, room accommodation rates, meals and snacks, monitoring and evaluation, feedback, and recommendations.

III. Implementation Arrangements

A. Health and Safety Protocols During Health Crisis

As the need arises, the guests, participants, and staff in the Academy, DepEd Regional Office, through the Human Resource Development Division and National Educators' Academy of the Philippines (HRDD-NEAP, R-III) shall secure permit or certification to operate from the IATF/LGU in Angeles City, to ensure their health and safety.

Upon entry at the gate, all NEAP personnel and guests/visitors shall be checked in their body temperature. Only those who have registered normal body temperature (37 Degree Celsius) shall be allowed to enter the premises.

Guests, visitors, participants who have manifestations of fever, colds, coughs, sore throats, and other related symptoms of COVID-19 shall be advised to go home to prevent possible contagion within the premises.

There should be antiseptic or disinfectant sprays available and accessible to the main entry points, corridors, conference halls, mess halls, dormitories, and comfort rooms.

Everyone is required to always wear face masks except in cases that may necessitate temporary removal of the face masks such as when eating.

The general services personnel shall also conduct regular/periodic disinfection of premises, dormitories, and offices with or without reported cases of COVID-19 infection.

Other health and safety protocols set by the IATF and DOH should always be observed by the staff and guests including those in-charge of catering services.





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B. Selection of the Venue

All proponents/organizers of regional activities should prioritize the NEAP, R-III as the venue for the activity unless it is not available as confirmed by the Dormitory Manager, or if it does not meet the venue specifications of the training.

With the approval of the Regional Director, the activity may be conducted outside the NEAP, R-III or DepEd Regional Office III if the number of participants or guests could not be accommodated or for some precluding reasons that may hamper the conduct of such activity. (Examples: long power interruption and under repair/maintenance).

Another possible option is to reschedule said activity especially if it does require immediate conduct or implementation.

C. Allowable Rates for Meals

Based on DepEd Order No. 02, s. 2018, for activities utilizing DepEd training venues such as the National Educators Academy of the Philippines (NEAP), the allowable rates for facilities, meals and snacks, and room accommodation per participants per day shall not exceed One Thousand Five Hundred Pesos (Php 1,500.00).

One thousand pesos (Php 1,000.00) shall be allotted for the meals and snacks for the live-in activity. The following are allowable rates of meals and snacks of participants during activities which are less than one (1) day or for activities (live-out) which do not require three (3) meals:

- Breakfast Php 200.00
- AM Snacks Php 75.00
- Lunch Php 350.00
- PM Snacks Php 75.00
- Dinner Php 350.00

Note: The remaining Php 500.00 shall be paid for the rental of the following:

- Room Accommodation.....Php 300.00 (per pax per night)
- Conference Hall (inclusive of internet)Php 200.00 (per pax per day)

With these updated guidelines, there should be separate computation for food, room accommodation, and conference hall in the budget proposal, to facilitate the payment for food supplies and the payment for the NEAP, R-III.





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D. Choice of Menus

In accordance with the guidelines of the DepEd Regional Office III, the proponent/organizer of the activity shall coordinate with the manager of the catering services to be able to choose from the list of nutritious and delicious meals and snacks for the guests or participants. The checklist of chosen menus should be signed by the training proponent and should be submitted to the NEAP Kitchen Staff for reference.

The cost of the meals and snacks should be within the allowable cost prescribed by the existing policies and guidelines of Department of Education and/or the National Educators' Academy of the Philippines, Central Office.

The NEAP Kitchen staff should prepare, handle, and serve the meals and snacks based on the standards to ascertain cleanliness and food safety.

E. Interim Rentals for the Use of Conference Halls Inclusive of Internet Access

These interim rentals are applicable during health crisis as may be declared by proper authorities. For the sustained operations of the National Educators Academy of the Philippines, Region III (NEAP, R-III), Angeles City, the following are the *Interim Rentals for the Use of Conference Halls* during health crisis/pandemic when activities may be conducted provided that the minimum health and safety protocols set by the Inter Agency Task Force (IATF) shall be observed.

The interim rentals for the use of the conference halls and dormitories are based on the accommodating capacity or the number of guests per hall/bedroom, observing the proper "physical distancing", which include the use of internet during the activity. The rental for the conference hall and bedroom shall also be applicable to Non-DepEd clients/quests.

| Conference Halls | No. of Guests | Rentals |
|----------------------------------|---------------|-----------------------|
| • BULWAGAN NG KAHUSAYAN (Big) | 40-50 guests | Php 10,000.00 per day |
| • BULWAGAN NG KAHUSAYAN (Medium) | 25-35 guests | Php 7,000.00 per day |
| • BULWAGAN NG KAHUSAYAN (Small) | 10-20 guests | Php 4,000.00 per day |



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| Dormitories | Rentals |
|---------------------------------------|--------------------|
| • <i>SMALL BEDROOM (3-6 guests)</i> | Php 500.00 per day |
| • <i>MEDIUM BEDROOM (8-16 guests)</i> | Php 500.00 per day |
| • <i>SMALL BEDROOM (22-26 guests)</i> | Php 500.00 per day |

The number of guests per room may vary depending on the alert level status declared by the IATF in Angeles City.

The above rentals shall apply to activities to be conducted from 8:00 a.m. to 5:00 p.m. equivalent to eight (8) hours per day. Full payment also applies to activities conducted for six (6) hours. Half-day activities, including those conducted in less than four (4) hours, shall be charged 50% of the rental.

For dormitory rentals, half-day use of bedroom shall likewise to be equivalent to one day; hence, full payment shall be collected from each guest.

The updated implementation guidelines stipulated in this Memorandum relative to the use of NEAP, R-III facilities shall be implemented **retroactive April 1, 2024**, which is the first day of NEAP, R-III Kitchen Operations, and shall remain in force until superseded by new guidelines issued.

IV. Monitoring and Evaluation

The Quality Assurance Division (QAD) in collaboration with the proponent functional divisions and units/sections shall conduct the monitoring and evaluation of the regional activities not only in the conduct of capacity-building programs but may also include other activities that may need evaluation or assessment for the continuous improvement in the implementation of the different programs and projects.

Monitoring and evaluation shall use the calibrated M&E tools designed for the trainings and seminars depending on the delivery modality. QAD and the functional divisions may also craft M&E tools that may be used in assessing the conduct of other regional activities such as meetings, conferences, and the like.

Results of the M and E activity should be reported by the QAD to the proponent or organizer within 10 working days after the conduct of the activity for some feedback to be able to address the identified issues and concerns (if there is any). Reports on issues and concerns may be presented during Regional Executive Committee (REXECOM) Meetings for appropriate action or policy recommendations.



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V. Recommendations

Based on the results of the Monitoring and Evaluation facilitated by the Quality Assurance Division, policy recommendations and appropriate actions must be conceptualized and implemented to resolve the issues identified and improve the delivery of the varied professional development programs and other regional activities conducted at the NEAPR3, upon consultation and approval of the Directorate.

It is likewise recommended that these implementation guidelines be reviewed at least one year to sustain the relevance and responsiveness of the existing guidelines.

References:

DepEd Order No. 15, s. 2017 Guidelines on the Allocation of Funds for Venues, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education

DepEd Order No. 02, s. 2018 Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of funds for Venues, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education)

Unnumbered Office Memorandum dated January 3, 2019, RO3 Proposed Guidelines on the Allocation of Funds for Activities Utilizing the National Educators Academy of the Philippines

Office Memorandum No. 039, s. 2021 dated February 17, 2021, Interim Rentals for the Use of Conference Halls and dormitories at NEAP, Region III