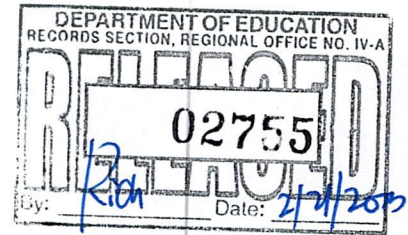




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

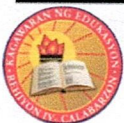


17 February 2023

Regional Order
No.1 s.2023

**AMENDMENT TO REGIONAL ORDER NO. 11, s. 2021:
GUIDELINES ON THE USE OF RELC-NEAP FACILITY
AS A TRAINING VENUE**

1. The Regional Order No. 11, s. 2021 titled *Addendum to the Guidelines on the Use of NEAP-R Facility as Training Venue* provides guidelines for the use of RELC NEAP as the training venue for workshops, seminars, training, conferences, and other official education-related activities.
2. In reference to DO 02, s. 2018 on the amendment of DO 15, s. 2017, the allowable rates for the use of RELC-NEAP facilities, meals, and room accommodation per participant per day shall not exceed **One Thousand Five Hundred Pesos (Php 1,500.00)**. The rate includes the use of function halls, provision of an audiovisual system, connection to the internet, and use of an LCD projector/ Android TV.
3. For official activities which are conducted in one day or less without room accommodation, payment for the use of the f function hall, provision of an audio-visual system and other equipment including internet connection and LCD projector/ Android TV shall be **Five Thousand Pesos (Php 5,000.00)**.
4. Bringing outside foods for participants' meals is strictly prohibited since RELC-NEAP is contracting official food service providers.
5. In consideration of the current market inflation rate, the following are the new rates for meals and snacks to be taken from the above-mentioned rate per day.





Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

HRDD-RO-2023-1



Meals	Rate
Breakfast	Php 200.00
AM Snacks	Php 100.00
Lunch	Php 250.00
PM Snacks	Php 100.00
Dinner	Php 250.00
TOTAL	Php 900.00

6. For activities that are conducted in less than one (1) day, or which do not require three (3) meals within the day, the allowable rates per meal and snack shall be based on the amount indicated in the table above.
7. For every activity to be conducted at RELC-NEAP, the Regional Office shall request proposals/quotations from at least three official food service providers for the catering of RELC-NEAP with strict adherence to procurement processes.
8. All expenditures for the purpose thereof shall be subjected to the usual accounting rules and regulations.
9. Reservation requests shall be submitted to RELC-NEAP through neap.calabarzon@deped.gov.ph a month prior to the conduct of the activity. In case of cancellation, the requesting party shall notify RELC-NEAP two (2) weeks before the conduct of the activity.
10. Immediate dissemination of and compliance to this Regional Order is hereby directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

cc: 06/ROH5/ROH1