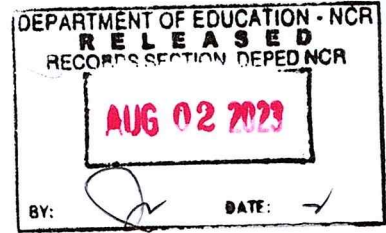




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



July 18, 2023

REGIONAL MEMORANDUM

No. 709, s. 2023

To: Schools Division Superintendents
 Functional Division Chiefs
 All Others Concerned

GUIDELINES ON THE USE OF NEAP NCR FACILITY AS VENUE FOR WORKSHOPS, SEMINARS, TRAININGS, CONFERENCES, AND OTHER OFFICIAL ACTIVITIES

1. Pursuant to DO No. 043, s. 2022 or the Omnibus Travel Guidelines for all personnel of the Department of Education, specifically on #4 Accommodations, the field is hereby informed on the captured subject matter.
2. In addition, DO 011, s. 2019 warrants that NEAP in the Regions shall be prioritized for venue of workshops, seminars, trainings, conferences, and other official activities organized and conducted by the Department, and that accommodation and rentals shall be exempted from any bidding requirements to ensure adequate but reasonably priced services and amenities.
3. In prioritizing NEAP all concerned are advised to adhere to NEAP NCR established procedures from availing of Certificate of NEAP NCR Availability/Non-Availability to NEAP Booking Process in adherence to existing policies and guidelines of government procurement specified in the Revised RA 9184, Enclosure No. 1.
4. Enclosed are the following:
 - A. Revised NEAP NCR Rates of Fees and Charges
 - B. Process of Certification of Availability/ Non-Availability
5. For Dissemination and compliance of all concerned.


WILFREDO E. CABRAL, CESO III
 Regional Director

Encl.: As stated
 Reference:
 To be indicated in the Perpetual Index



Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00	
Effectivity	01.26.23	Page		



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



July 21, 2023

REGIONAL MEMORANDUM

No. 709 s. 2023

To: Schools Division Superintendents
 Functional Division Chiefs
 All Others Concerned

AMENDMENTS TO THE REVISED NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) NCR RATES OF FEES AND CHARGES OF 2018

1. To sustain the smooth operations, maintenance activities, and other related expenses, NEAP NCR resources shall be generated from the bookings, accommodations, and rentals from internal and external customers.
2. The adjustment is necessary to sustain the functionality of the facilities and defray the escalating costs of electricity, water, and other operation expenditures of the National Educators Academy of the Philippines (NEAP-NCR) facilities located at #15 Cepeda St., Concepcion, Marikina City are the following:

DORMITORY ROOMS		
ROOMS	CAPACITY (NO. OF PAX)	RATES (PhP.)
Room 105 (with TV)	3	₱500.00/pax
Room 110	4	₱500.00/pax
Dormitory Rooms 115 & 130	4	₱450.00/pax
Dormitory Room 135	7	₱450.00/pax
Dormitory Rooms 140 & 145	6	₱450.00/pax
Dormitory Room 150	8	₱400.00/pax
Dormitory Rooms 155 & 160	6	₱450.00/pax
Dormitory Room 165	8	₱400.00/pax
Dormitory Room 170	8	₱400.00/pax



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Doc. Ref. Code	RO-ORD-F004	Rev	00	
Effectivity	01.26.23	Page		



Republic of the Philippines
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Dormitory Room 175	10	₱400.00/pax
Dormitory Room 180	10	₱400.00/pax
Dormitory Room 205	10	₱400.00/pax
Dormitory Room 210	10	₱400.00/pax
Dormitory Room 215	10	₱400.00/pax
Total	120	

FUNCTION ROOMS		
Regional Office Misamis St., Bago Bantay, Quezon City	CAPACITY (NO. OF PAX)	RATES (PhP)
Usec. Varela Hall, 4 th Floor, New Building	150	₱20,000.00
Standard rate (8hrs use)		Inclusive of sound system
Succeeding rate/hour		₱500.00
No provision for parking		No provision for parking
NEAP Continuous Learning Hub, 3rd Floor, New Building	20	₱3,000.00
Standard rate (8hrs use)		Inclusive of sound system
Succeeding rate/hour		₱300.00
No provision for parking		No provision for parking
NCR Conference Hall, 2nd Floor	120 (with chairs only)	₱10,000.00 ₱5,000.00 (Half portion)
Standard rate (8hrs use)		Inclusive of sound system
Succeeding rate/hour		₱400.00
No provision for parking		No provision for parking

NEAP NCR ROOMS	CAPACITY (NO. OF PAX)	RATES (Php)
Training Hall 1		₱3,000.00



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Doc. Ref. Code	RO-ORD-F004	Rev	00	
Effectivity	01.26.23	Page		



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Standard rate (8hrs use)	30-40	Inclusive of sound system
Succeeding rate/hour		₱300.00
Training hall 2	50-60	₱4,000.00
Standard rate (8hrs use)		Inclusive of sound system
Succeeding rate/hour		₱400.00
TGD HALL	100	₱5,000.00
Standard rate (8hrs use)		Inclusive of sound system
Succeeding rate/hour		₱500.00
Training Hall 3	10	₱1,500.00
Standard rate (8hrs.use)		Inclusive of sound system
Succeeding rate/hour		₱200.00
Training Hall 4	20	₱2,500.00
Standard rate (8hrs.use)		Inclusive of sound system
Succeeding rate/hour		₱250.00
CAFETERIA		
Flexi Option 1	140	₱2,000.00/day (Less than 100 pax)
Cafeteria and kitchen facilities		₱2,500.00/day (100 above pax) plus actual cost of utility bills (MERALCO, Manila Waters, etc.)
Kitchen Area		₱1,000.00/8 hrs. ₱200.00/hour exceeding hours (Less than 100 pax)
Flexi Option 2		₱25,000.00 / month plus actual cost of utility bills (MERALCO, Manila Waters, etc.)
Rental/month		



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Doc. Ref. Code	RO-ORD-F004	Rev	00	
Effectivity	01.26.23	Page		



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EQUIPMENT	RATES (per hour)	*Equipment brought in will be charged ₱50.00 printer, photocopying services, flat iron, blower/curler. NOTE: 50% Down payment and full payment after the use of NEAP facilities. CHECK OUT TIME: 12:00 NOON
LCD Projector	₱300.00	
Computer	₱50.00	

3. The following are the package rates for Live-In/Out Training Activities:

Live - In Training	
<ul style="list-style-type: none"> • Full board (Breakfast, lunch, & dinner with 2 snacks) • Lodging • Use of facilities (Training Halls) • Use of sound system and other equipment 	Rate ₱ 1,800.00

Live-out Training	
<ul style="list-style-type: none"> • Meals (Lunch & 2 snacks) • Use of Facilities (Training Halls) • Use of sound system and other equipment 	Rate ₱ 1100.00

4. Please refer to the attached process of certificate of availability/unavailability for your guidance and reference.
5. For reservation and inquiry, you may call the dormitory manager at **8942-4148** or email the HRDD Chief at **ncr@deped.gov.ph** or **neaprelc.ncr@deped.gov.ph** address to the Chief of HRDD-NEAP.
6. Immediate dissemination of this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
 Regional Director



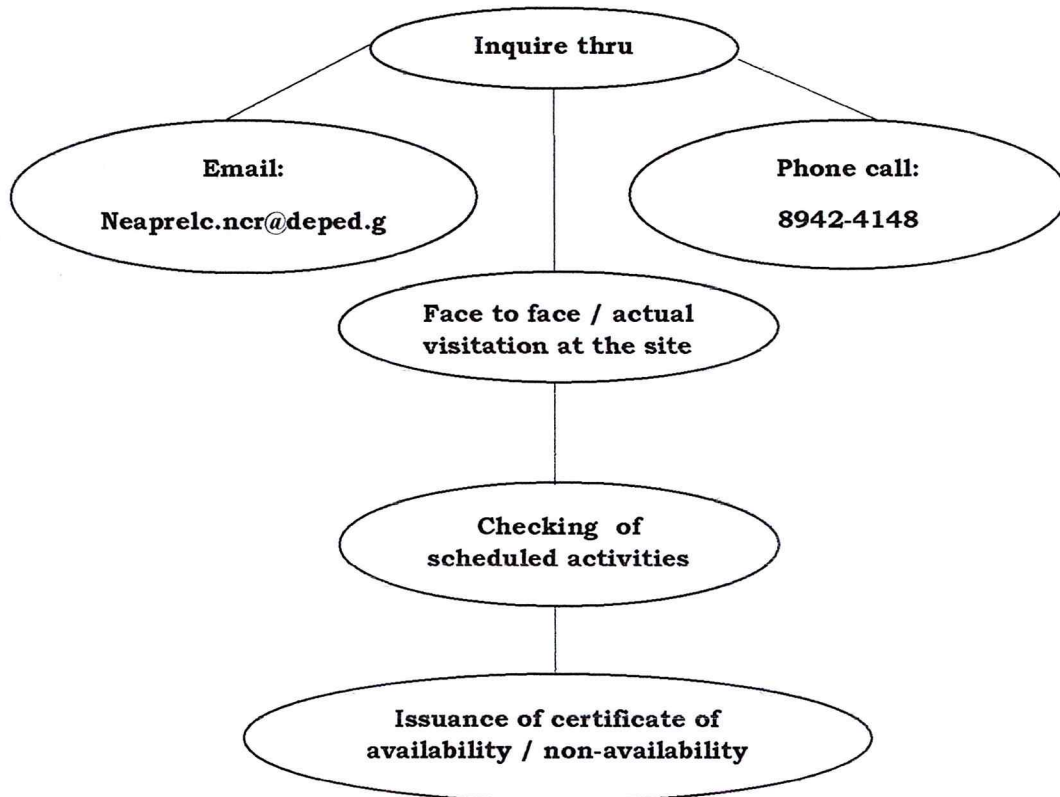
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Effectivity	01.26.23	Page		



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NATIONAL CAPITAL REGION

PROCESS OF CERTIFICATE OF AVAILABILITY/ NON-AVAILABILITY ISSUANCE



Prepared by:

DENISSE RITA P. DANDAN
Dormitory Manager II

Noted by:

HAJJI R. PALMERO
Chief, HRDD NEAP



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Doc. Ref. Code	RO-ORD-F004	Rev	00	
Effectivity	01.26.23	Page		