






Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capital Area, Dumaguete City

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April 21, 2017



DIVISION MEMORANDUM

No. 202 s. 2017

**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**

TO : Asst. Schools Division Superintendent
Chiefs, CID & SGOD
DEPS/SEPS/EPS/Coordinators/Section Heads
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

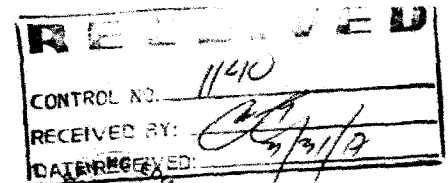
1. Attached is NIR Regional Memorandum No. 113 s. 2017 disseminating the **GUIDELINES ON THE ALLOCATION OF FUNDS FOR VENUE, MEALS AND SNACKS, AND ROOM ACCOMMODATION FOR OFFICIAL ACTIVITIES ORGANIZED AND CONDUCTED BY THE DEPARTMENT OF EDUCATION**, for the information and guidance of all concerned.
2. For details, see attached communication and enclosure.
3. Wide dissemination of this memorandum is desired.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Office In-Charge 

7 APR 2017



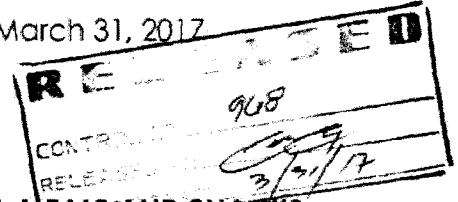
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



March 31, 2017

REGIONAL MEMORANDUM

No. 15, s. 2017



**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**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division Chiefs and Unit Heads
All Others Concerned

1. Attached is DepEd Order No. 15, s. 2017 entitled "Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education", which is self-explanatory.
2. Anent this, all Division Offices are directed to be guided by the allowable board and lodging rates for activities of the Department of Education, such as workshops, seminars, trainings, conferences, and all other activities.
3. For further details please refer to the attached memorandum.
4. For information and widest dissemination.

SALUSTIANO T. JIMENEZ, L.I.B., CESO VI
Schools Division Superintendent
Officer-In-Charge
Office of the Assistant Regional Director



Republic of the Philippines
Department of Education

RECEIVED	
CONTROL NO.	1027
RECEIVED BY:	<i>[Signature]</i>
DATE RECEIVED:	03-24-17

15 MAR 2017

DepEd ORDER
 No. 15, s. 2017

**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**

To: Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Schools Division Superintendents
 Public Elementary and Secondary Schools Heads
 Division Chiefs
 Attached Agencies Heads
 All Others Concerned

1. In consideration of the prevailing rates of hotels and other training facilities necessary for the conduct of trainings, seminars, workshops and other capacity development activities, the Department of Education (DepEd) issues this Order on the revised Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department.

2. For activities utilizing DepEd training venues such as the Regional Education Learning Centers (RELCs), ECOTECH Center, National Educators Academy of the Philippines (NEAP), and Baguio Teachers Camp (BTC), the allowable rates for facilities, meals and snacks, and room accommodation per participant per day shall not exceed One Thousand Two Hundred Pesos (P 1,200.00).

The following are the allowable rates for activities which are less than one day or for activities which do not require three meals:

Meal	Rate
Breakfast	P 150.00
Snacks (a.m./p.m.)	P 75.00
Lunch/Dinner	P 350.00

3. For activities utilizing other training venues or other service providers, the allowable rates are as follows:

Residential (live-in)	Not exceeding P 2,000.00/pax/day
Non-Residential (live-out)	Not exceeding P 1,200.00/pax/day

The corresponding allowable expenses chargeable to the rates indicated above shall include: (a) meals and snacks; (b) use of function room/s; (c) provision of audio-visual system/facility; and (d) other equipment and requirements (e.g. free-flowing coffee, free internet connection, LCD projector, among others). The residential rate shall also include room accommodations.

The following are the allowable rates for activities which are less than one day or for activities which do not require three meals:

Meal	Rate
Breakfast	<i>not exceeding P 200.00</i>
Snacks (AM/PM)	<i>not exceeding P 100.00</i>
Lunch/Dinner	<i>not exceeding P 400.00</i>

For room accommodations only, the allowable rates shall be One Thousand Pesos (P 1,000.00) per participant per day.

4. This Order covers workshops, seminars, trainings, conferences, and other official activities organized and conducted by the Department. All expenses should be within established rates except in cases of high-level activities, subject to the approval of the Secretary of the Department.
5. To ensure that resources are maximized, using DepEd facilities and other government-owned venues is encouraged. The principle of value-for-money based on allocation of resources, such as allowing only up to two to three pax per room, should be observed.
6. The selection of venues and facilities shall continue to adhere to existing policies and guidelines on procurement. The procuring entity shall take into consideration the need for prudence and economy in government service, suitability to the nature of activity, accessibility to the participants, and safety and security in the proposed location, among others.
7. All expenditures for the purpose thereof shall be subject to the usual budgeting, procurement, and accounting rules and regulations.
8. The approved board and lodging rates shall take effect on **March 15, 2017**.
9. All other Department issuances inconsistent with the abovementioned provisions are hereby repealed.
10. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

ALLOCATIONS
BUDGET
EXPENSES

FUNDS
OFFICIALS
POLICY