



March 27, 2019



REGIONAL ORDER

No. 18, s. 2019

POLICY AND GUIDELINES FOR NEAP CARAGA DORMITORIES AND CONFERENCE HALLS

**TO: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF THE FUNCTIONAL DIVISIONS**
This Region

1. The National Educators Academy of the Philippines Caraga (NEAP Caraga) dormitories and conference Halls are designed to provide conducive facilities where the Department of Education Caraga can efficiently operate its learning and development programs.
2. Program owners and other clients shall abide with the following policy and guidelines for NEAP Caraga dormitories and conference halls.

Dormitories:

- a. Guests shall transact with the Dormitory Manager for accommodation.
- b. Dormitory rate for DepEd personnel is Php300.00 per day and for walk-in guest is Php350.00 per day.
- c. Each additional mattress shall cost Php100.00.
- d. Reservations will be entertained only during office hours from Monday to Friday through contact nos. +63910-988-5284 or 342-8207. Advance arrangements shall be made if guests will check-in on weekends.
- e. Guests may ask assistance from the Dormitory staff whenever needed. However, if beyond office hours, they may approach the security guard.
- f. Guests shall observe the following upon check-in:
 - i. No smoking inside the premises;
 - ii. No pet is allowed;
 - iii. Turn off the lights, air conditioner, and water faucet when not in use;
 - iv. Curfew hours from 10:00 P.M. to 5:00 A.M. In case guests wish to enter within the curfew hours, they shall make prior arrangement with the security guard;
 - v. Guests are responsible for their own belongings. The Management shall not be held liable for any lost items. Found items must be reported immediately to the Dormitory Manager or the security guard-on-duty.

Conference Halls:

- a. Reservation shall be made online through server/hrdd/web. Check the availability of the function room/s for the proposed date.
- b. When online reservation is made, the program owner (the person making reservation) shall submit a copy of the approved activity proposal to the Dormitory Manager for confirmation.





- c. Rental fee for each conference hall is Php4,000.00 per day.
 - d. Clients outside the Regional Office shall make arrangements with the Dormitory Manager personally or through the abovementioned contact numbers during office hours.
 - e. The program owner must provide the necessary information to the Dormitory Manager such as:
 - i. Number of chairs and tables needed
 - ii. Seating arrangement (e.g. classroom type)
 - iii. Other concerns
3. For your information, guidance and strict compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

hrdd/05/zif
03/27/2019

