



April 16, 2019




REGIONAL MEMORANDUM

No. 183, s. 2019

MANUAL REGISTRATION FOR NEAP CARAGA DORMITORIES AND CONFERENCE HALLS

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

1. As per Regional Order No. 18, s. 2019, Policy and Guidelines for NEAP Caraga Dormitories and Conference Halls, reservation of the NEAP Caraga Dormitories and Conference Halls shall be made online through **server/hrdd/web**.
2. This initiative aims to improve the reservation process and efficiently facilitate the needs of the project proponents. However, in case online reservation is not available, Manual Reservation shall be applied. Proponent may personally see the Dormitory Manager to facilitate the reservation manually.
3. For your guidance and strict compliance.


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

HRDD/mcbg
04/16/2019