



Republic of the Philippines
Department of Education
CARAGA REGION
J.P. Rosales Avenue, Butuan City



September 7, 2018

REGIONAL MEMORANDUM
NO. **487** s. 2018

**GUIDELINES ON THE OPERATIONS OF THE NATIONAL EDUCATORS
ACADEMY OF THE PHILIPPINES (NEAP)-CARAGA**

To: **SCHOOLS DIVISION SUPERINTENDENTS**
CHIEFS OF FUNCTIONAL DIVISIONS
This Region

1. The National Educators Academy of the Philippines (NEAP)-Caraga was established and envisioned to meet the educational needs of teaching, non-teaching or teaching-related personnel in the Region in relation to educational innovations and program implementations.
2. The Human Resource Development Division through the management of the Dorm Manager shall upkeep the NEAP-Caraga and shall observe and efficiency in the scheduling of trainings to ensure proper Regional NEAP's Operation and earn revenue to help sustain NEAP-Caraga.
3. For effective management and maximum utilization of the NEAP-Caraga, the attached Guidelines are hereby formulated and shall be strictly implemented.
4. Immediate dissemination of this Memorandum is highly desired.


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

Incls: as stated

Reference: DepEd Order No. 30, s. 1987
DepEd Order No. 111, s. 2009
Compendium of DepEd Office Functions and Job Descriptions

To be indicated in the PERPETUAL INDEX under the following subjects:
LEARNING AND DEVELOPMENT (L&D)
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)
REGIONAL EDUCATION LEARNING CENTERS (RELC)

HRDD1/frd
08/15/18



GUIDELINES ON THE OPERATION OF THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)-CARAGA

The National Educators Academy of the Philippines (NEAP)-Caraga of the Department of Education Caraga Region has two main facilities: Conference halls and Dormitory. The Conference Halls are designed to provide venues where the organization and other clients can have fora, meetings/conferences, trainings and other Learning and Development activities while the Dormitory provides accommodation to the participants and guests during the duration of their activities.

These facilities are constructed to provide comfort, safety and an atmosphere conducive to learning and development of DepEd personnel, stakeholders, and walk-in clients from other agencies.

FACILITIES

Conference Halls

- Fully air-conditioned Conference Halls with a Wifi connection for seminars and workshops
- Bulwagan ng Kahusayan can accommodate up to 80 persons and Bulwagan ng Karunungan up to 120 persons
- Water dispenser is available upon request
- The following equipment are available for clients use:
 - Built-in projector
 - Wireless and dynamic microphone
 - Conference Microphones
 - Conference microphone module
 - DLSR Camera
 - Audio Mixer
 - Portable Speakers
 - 40 inch LED TV

Dormitory

- 6 fully air-conditioned rooms which can accommodate up to 80 persons; each room has a study table, a plastic stool and a cabinet
- All beds are double deck and with foam mattress
- 21 inches colored, Wifi ready TV sets
- Water dispenser and glasses

RESERVATIONS

1. For clients from DepEd RO;

All reservations pertaining to the use of NEAP-Caraga facilities shall be done online. To make reservations,

- a. the end user shall log in to server/hrdd/web and check the availability of the date they proposed for the activity and book the desired activity;
- b. after the reservation online, the enduser shall submit the necessary documents like the approved proposal and/or memorandum to the Dormitory Manager for confirmation.
- c. The end user shall then arrange with the Dormitory Manager on the following:
 - i. No. of chairs and tables to be prepared;
 - ii. Desired arrangement, ex: Classroom Type;
 - iii. Installation of tarpaulin and other decorations if there are any;
 - iv. Area for the secretariat and caterer.

2. For Non-DepEd RO clients:

Reservations shall be done directly with the Dorm Manager from Monday to Friday at 8:00 AM-5:00 PM

HOUSE RULES

Conference Halls and Dormitory

1. **Payment:** Guests should pay first before entering the rooms.
2. **Silence:** Silence should always be observed. Excessive Music, TV Volume, loud speaking or any other noise that can disturb roommates and neighbors are highly discouraged.
3. Additional Payment for extra mattress.
4. **No Smoking** inside the rooms and DepEd premises.
5. **No pets allowed.**
6. **Liability.** Guests are liable for any damage to dorm properties.
7. **Reservation** is from 8:00 AM up to 5:00 PM only from Monday to Friday, including those checking-in on a Saturday and Sunday.
8. **Curfew:** Guests are expected to be in at 10 PM. In case they to stay longer outside, they have to make arrangements with the guard.
9. **Belongings:** The Management is not responsible for the things lost in the Dormitory and Regional premises. Lost and found items should be reported to the Dormitory Manager or to the guard on duty immediately.
10. **Switch off** lights, **turn off** the aircon and **shut off** the water faucet when not in use.
11. After office hours when Dormitory staff are already out, dormitory guests can ask assistance from the guard for whatever need they have to be addressed.

RATES:

- Dormitory rate is P300.00 per person for DepEd Personnel and P350.00 per person for non-DepEd personnel/walk-in.
- The rental for conference halls is P4,000.00 per day which includes the use of facilities in the venue.

SAFETY OF OCCUPANTS

- **In case of emergency:**
 - Be aware of the EXIT signs
 - Seek help from the Dormitory Staff or the guard on duty
- **In case of illness:**
 - Notify the Dorm staff on duty for prompt medical assistance and referral.