



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CITY SCHOOLS-TAGBILARAN**  
City of Tagbilaran



March 21, 2017

DIVISION MEMORANDUM  
No. *82* 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: Division Chiefs  
Education Program Supervisors  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is DepEd Order No. 15 s. 2017 and Regional Memorandum 0193 s. 2017 entitled **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** which is self-explanatory .
2. Immediate and wide dissemination of this Memorandum is highly desired

*Virginia C. Zapanta*  
**VIRGINIA C. ZAPANTA Ed.D.,CESO V**  
Schools Division Superintendent *VS*



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



MAR 17 2017

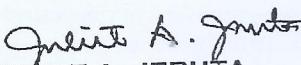
REGIONAL MEMORANDUM

No. **0193**, 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/OICs  
Regional Chiefs

1. For the information and guidance of all concerned, enclosed is DepED Order No. 15, s. 2017 dated March 15, 2017 entitled **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** which is self-explanatory.
2. Immediate dissemination of and strict compliance with this Order is desired.

  
JULIET A. JERUTA  
Director III  
Officer-In-Charge

JAJ/FYA/FCS/mgb

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Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”*



Republic of the Philippines  
**Department of Education**

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:

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

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.

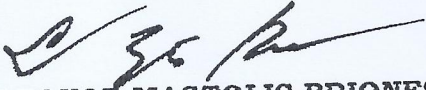
6. The selection of venues and facilities shall continue to adhere to existing policies and guidelines on procurement. The procuring entity shall take into consideration the need for prudence and economy in government service, suitability to the nature of activity, accessibility to the participants, 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