



Republic of the Philippines
Department of Education

15 MAR 2017

DepEd O R D E R
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)	<i>Not exceeding P 2,000.00/pax/day</i>
Non-Residential (live-out)	<i>Not exceeding P 1,200.00/pax/day</i>

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</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