



January 29, 2018

DIVISION MEMORANDUM

No. 086, s. 2018

AMENDMENT TO 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 : Assistant Superintendents
Chiefs of SGOD and CID
Division Supervisors/Coordinators
SEPS and EPS 2
District Supervisors/OICs
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is DepEd Order No.15, s.,2017 regarding the Guidelines on the on the Allocation of Funds for Venue , Meals and Snacks , and Room Accommodation for Official Activities of Organized and Conducted by the DepEd.
2. For the details of the said activity, please refer to the attached memorandum.
3. Immediate dissemination of this memorandum is enjoined.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

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Republic of the Philippines
Department of Education

26 JAN 2018

DepEd ORDER
 No. **02**, s. 2018

AMENDMENT TO 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 School Heads
 Division Chiefs
 Attached Agency Heads
 All Others Concerned

1. The Department of Education (DepEd) issued DepEd Order (DO) No. 15, 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 DepEd, particularly. However, in consideration of the prevailing rates of hotels and other training facilities, Item No. 2 of said DO is hereby amended as follows:

Item	Per DO 15, s. 2017	Amendment																
2	<p>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 (P1,200.00).</p> <p>The following are the allowable rates for activities, which are less than one day or for activities which do not require three meals:</p> <table border="1"> <thead> <tr> <th>Meal</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>P150.00</td> </tr> <tr> <td>Snacks (a.m./p.m.)</td> <td>P 75.00</td> </tr> <tr> <td>Lunch/Dinner</td> <td>P350.00</td> </tr> </tbody> </table>	Meal	Rate	Breakfast	P150.00	Snacks (a.m./p.m.)	P 75.00	Lunch/Dinner	P350.00	<p>For activities utilizing DepEd training venues such as the Regional Education Learning Centers (RELCs), Applied Nutrition Center, 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 Five Hundred Pesos (P1,500.00).</p> <p>The following are the allowable rates for activities, which are less than one day or for activities which do not require three meals:</p> <table border="1"> <thead> <tr> <th>Meal</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>P200.00</td> </tr> <tr> <td>Snacks (a.m./p.m.)</td> <td>P100.00</td> </tr> <tr> <td>Lunch/Dinner</td> <td>P400.00</td> </tr> </tbody> </table>	Meal	Rate	Breakfast	P200.00	Snacks (a.m./p.m.)	P100.00	Lunch/Dinner	P400.00
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2. All other provisions stated in DepEd Order No. 15, s. 2017 shall remain in effect.
3. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:

DepEd Order (No. 15, s. 2017)

To be indicated in the Perpetual Index
under the following subjects:

ALLOCATIONS
AMENDMENT
BUDGET
EXPENSES
FUNDS
OFFICIALS
POLICY