



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE

RECORDS SECTION  
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**Office of the Schools Division Superintendent**

April 28, 2022

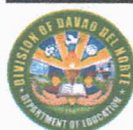
DIVISION MEMORANDUM  
 No. 556, s. 2022

**REITERATION OF THE 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 Schools Division Superintendent  
 Chief Education Program Supervisor, Curriculum Implementation Division (CID)  
 Chief, Education Program Supervisor, School Governance and Operations Division (SGOD)  
 Education Program Supervisors, Curriculum Implementation Division (CID)  
 Public Schools District Supervisors  
 School Heads, Integrated, Elementary and Secondary Schools

1. This is in reference to DepEd Order 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 Department of Education" and DepEd Order No. 02, s. 2018 (Amendment to DepEd Order No. 15, s. 2017).
2. The following rates shall be followed in the conduct of trainings and activities initiated by this Division:

Venue	Rates	Inclusion									
1. For activities utilizing DepEd training venues such as National Educators Academy of the Philippines (NEAP) and Regional Education Learning Centers (RELCs).	Shall not exceed PhP 1,500.00	<ul style="list-style-type: none"> <li>- Meals and snacks</li> <li>- Use of function room</li> <li>- Provision of audio-visual system/facility</li> <li>- Other equipment and requirements (free coffee, free internet connection, LCD projector, etc.)</li> <li>- Room accommodation (if applicable)</li> </ul>									
1.1 Rates for activities conducted for less than a day or for activities which do not require three meals:	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Meal</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>200.00</td> </tr> <tr> <td>Snacks (AM)</td> <td>100.00</td> </tr> <tr> <td>Snacks (PM)</td> <td>100.00</td> </tr> <tr> <td>Lunch/ Dinner</td> <td>400.00</td> </tr> </tbody> </table>		Meal	Rate	Breakfast	200.00	Snacks (AM)	100.00	Snacks (PM)	100.00	Lunch/ Dinner
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2. For activities utilizing other training venues or other service providers:	Residential (live-in)	Not exceeding 2,000.00/pax/day	<ul style="list-style-type: none"> <li>- Meals and snacks</li> <li>- Use of function room</li> <li>- Provision of audio-visual system/facility</li> <li>- Other equipment and requirements (free coffee, free internet connection, LCD projector, etc.)</li> <li>- Room accommodation (if applicable)</li> </ul>										
	Non-residential (live-out)	Not exceeding 1,200.00/pax/day											
2.1 Rates for activities conducted for less than a day or for activities which do not require three meals:	<table border="1"> <thead> <tr> <th>Meal</th> <th>Rate (should not exceed)</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>200.00</td> </tr> <tr> <td>Snacks (AM)</td> <td>100.00</td> </tr> <tr> <td>Snacks (PM)</td> <td>100.00</td> </tr> <tr> <td>Lunch/ Dinner</td> <td>400.00</td> </tr> </tbody> </table>		Meal	Rate (should not exceed)	Breakfast	200.00	Snacks (AM)	100.00	Snacks (PM)	100.00	Lunch/ Dinner	400.00	
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3. All concerned are required to **STRICTLY** observe the health protocols as prescribed by the Inter-Agency Task Force (IATF) on COVID 19 during this pandemic. Further, all is also encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
4. Immediate dissemination and compliance with this memorandum are desired.

**DEE D. SILVA, DPA, CESO V**  
 Schools Division Superintendent

