



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 21, 2024

OFFICE MEMORANDUM

HRDD-2024- 109

**REGIONAL NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (RNEAP)
PROCESSING OF CONTRACT**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Regional National Educators Academy of the Philippines - VIII (RNEAP), informs all concerned the processing of contract in utilizing the RNEAP Facilities.
2. As agreed during the Program Implementation Review (PIR) on January 17, 2024, the RNEAP shall produce the contract in three copies: one copy as attachment for billing, one copy for COA, and one copy for RNEAP. The end-user shall facilitate the signing of the contract by the signatories and forward the approved contract to the Asset Management Section (AMS) to be submitted to COA. The remaining two copies shall be returned to RNEAP once received by COA for billing and filing purposes.
3. It is reiterated that RNEAP facility must be utilized first as the venue for various DepEd events or activities before considering other options
4. For your guidance and immediate compliance.


EVELYN R. FETALVERO CESO IV
Regional Director

HRDD-RNEAP-RRL

