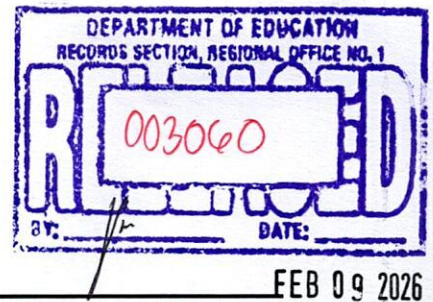




Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM
No. 42, s. 2026

**PROCEDURES ON THE CANCELLATION OR RE-SCHEDULING OF HALL
RESERVATIONS AND ROOM ACCOMMODATIONS AT THE NATIONAL
EDUCATORS ACADEMY OF THE PHILIPPINES – REGION 1 (NEAP – R1)**

To: Chiefs of Functional Divisions
Unit/ Section Heads
All Concerned Personnel

1. This Office announces the procedures on the cancellation or re-scheduling of hall reservations and room accommodations at the National Educators Academy of the Philippines (NEAP).
2. To maximize the use of NEAP-R1, the Program Owner who intends to cancel or re-schedule confirmed hall reservation and/or room accommodation is advised to submit a formal written request addressed to the Dormitory Manager two (2) weeks prior to the scheduled activity.
3. The request should include the details of the reservation, the reason for cancellation or re-scheduling, and the preferred date of conduct of the activity for re-scheduled activities.
4. For further information, please contact **Marivic R. Rioveros** through email rioveros.marivic@deped.gov.ph or call 09668114051.
5. For information and dissemination.

TOLENTINO G. AQUINO
Director IV

NEAP/mrr/OM_CancellationofReservations
February 4, 2026



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