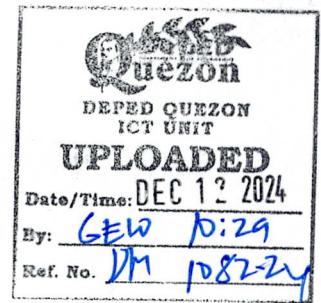




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 December 2024

DIVISION MEMORANDUM

DM No. 1082, s. 2024

**REITERATION OF THE EXISTING POLICIES AND GUIDELINES ON THE
CONDUCT OF OFF-CAMPUS ACTIVITIES**

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
School Heads In-Charge of Learner Formation
Elementary and Secondary School Heads
All Others Concerned

1. Attached herewith is the **Regional Memorandum No. 859 s. 2024** regarding the reiteration of existing policies and guidelines on the conduct of off-campus activities for your guidance and reference.
2. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgod/rto/12/10/2024

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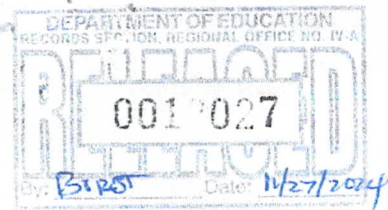


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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



26 November 2024

Regional Memorandum
No. 859 s. 2024

**REITERATION OF THE EXISTING POLICIES AND
GUIDELINES ON THE CONDUCT OF THE
OFF-CAMPUS ACTIVITIES**

To: **All Schools Division Superintendents
Public and Private Schools Administrators**

1. Relative to DO No. 66 s. 2017, this Office through the Quality Assurance Division (QAD) reiterates the existing policies and guidelines on the conduct of the off-campus activities specifically on the following provisions and sections, to wit:
Section III Definition of Terms

- a) "Off-campus Co-curricular activity is an authorized, **voluntary**, non-graded off-campus learner engagements anchored within the bounds of the standard curriculum and educational competencies organized and coordinated by authorized learner or civic organizations"; and
- b) "Off-campus Extra-Curricular Activity- **voluntary**, non-graded off-campus learner engagements not anchored on the standard curriculum and educational competencies either offered/coordinated by the school, authorized learner or civic organizations that aim to promote the holistic development of the learners".

Section IV Policy Statement: General Principles

- c) "All co-curricular and extra-curricular activities shall adhere to the following:
 - ensure relevance and alignment with the educational competencies of the K to 12 Curriculum and leadership development learners;
 - uphold child protection principles and that no learner shall be disadvantaged in any form; and
 - observe the safety and security protocols for all participants before, during and after the activity".
2. Moreso, on Section XI- Fund Sources emphasizes that, "Participation in all off-campus activities is voluntary. Under no circumstances shall off-campus activities place undue financial burden on the learners and their families. Teachers shall not charge their expenses to learners." Thus, no teacher shall act as collecting agent for tour or bus operator.
 3. In terms of monitoring and evaluation as indicated in Section XII, "Bureau of Learners Support Services (BLSS), in close collaboration with Bureau of Curriculum Development (BCD) and Bureau of Learning Delivery (BLD), with Curriculum and



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Certificate No. PHP QMS

Learning Management Division (CLMD) and Education Support Services Division (ESSD) and with Curriculum and Instruction Division (CID) and School Governance and Operations Division (SGOD) will conduct structured monitoring of off-campus activity processes. Further, the BLSS with concerned regional offices will conduct an annual review of the effectiveness and efficiency of the policy in achieving its objectives".

4. For more information and details, you may contact Quality Assurance Division (QAD) at 02- 8682-2114 local 450 or at qad@bahamas.gov.bs.
5. Immediate dissemination of this Memorandum is highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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