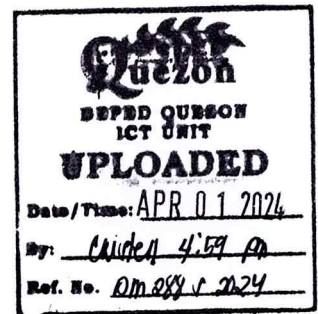




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE




27 March 2024

DIVISION MEMORANDUM
DM No. 288, s. 2024

**SUBMISSION OF ACTIVITY REPORTS FOR ALL APPROVED CO-CURRICULAR
AND EXTRA-CURRICULAR ACTIVITIES FOR FY 2024 QUARTER 1**

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

1. In compliance with **DepEd Order No. 66, s. 2017** titled **Implementing Guidelines on the Conduct of Off-Campus Activities**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), informs all concerned schools of the submission of reports regarding the approved co-curricular and extra-curricular activities in schools and off-campus for the first quarter of FY 2024. Please see Enclosure 1 for the list of schools.
2. For off-campus activities/field trips, please refer to Enclosure 2 for the report template while for other activities, kindly submit the report in newsletter format. Hard copies of these reports shall be submitted to the Records Section or through the SDO sub-offices.
3. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.





ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgod/mamt/03/27/2024

DEPEDQUEZON-TM-SDS-04-009-003



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Enclosure 1 to DM No. 288, s. 2024

**List of Schools with Approved Co-Curricular and Extra-Curricular Activities for
 FY 2024 Quarter 1**

A. Off-Campus Activities/Field Trips

District	School	Date/s of Activity
Tiaong 1	Recto Memorial National High School	January 27, 2024
Tiaong 2	Paiisa National High School	January 28, 2024
Candelaria East	Dolores Macasaet National High School	January 20, 2024
Mauban South	Dr. Maria D. Pastrana National High School	January 28, 2024
Tiaong 2	Lusacan National High School	February 17, 2024
Sariaya West	Emiliano Gala Elementary School	February 17, 2024
Candelaria East	Sta. Catalina Central School	February 24, 2024
Tiaong 2	Lagalag Elementary School	February 24, 2024
San Antonio	Briones Elementary School	March 23, 2024
San Antonio	Matipunso Elementary School	March 23, 2024
San Antonio	Pury Elementary School	March 23, 2024
San Antonio	Bulihan Elementary School	March 16, 2024
Sariaya West	Kiling Elementary School	February 24, 2024
Sariaya East	Pili National High School	February 24, 2024
San Antonio	Niing Elementary School	March 23, 2024
San Antonio	Callejon Elementary School	March 16, 2024
San Antonio	San Antonio Central School	March 16, 2024
San Antonio	Sintorisan Elementary School	March 16, 2024
San Antonio	Arawan Elementary School	March 23, 2024
Tiaong 2	Anastacia Elementary School	March 2, 2024
San Antonio	Magsaysay Elementary School	March 16, 2024
San Antonio	Sampaga Elementary School	March 23, 2024
San Antonio	Juanito C. Wagan Integrated National High School	March 2, 2024
San Antonio	Callejon National High School	March 2, 2024
Tiaong 2	San Juan Elementary School	February 24, 2024
Tiaong 2	Palagaran Elementary School	February 24, 2024
Sariaya East	Morong Elementary School	March 9, 2024
Sariaya East	Quezon National High School	February 25, 2024
Sariaya West	Lutgarda Causapin Elementary School	March 3, 2024
Tiaong 1	San Jose Elementary School	March 9, 2024
Sariaya West	Concepcion Pinagbakuran Elementary School	March 3, 2024
Sariaya East	Quezon National High School	March 3, 2024
Pagbilao 2	Silangang Malicboy National High School	March 16, 2024
Tiaong 1	San Pedro Elementary School	March 9, 2024
Tiaong 1	Bula Elementary School	March 9, 2024
Tiaong 1	Tiaong East Elementary School	March 2, 2024

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San Antonio	San Antonio National High School	March 9, 2024
Sariaya East	Castanas Elementary School	March 9, 2024
San Antonio	Domingo M. Isabedra Memorial Elementary School	March 16, 2024
Candelaria East	Dr. Panfilo Castro National High School	March 24, 2024

-nothing follows-

B. Socialization Activities/Promenade/Ball

District	School	Date/s of Activity
Tiaong 1	Recto Memorial National High School	February 23, 2024
Sampaloc	Sampaloc National High School	March 9, 2024
Pitogo	Amontay National High School	February 17, 2024
Unisan	Leonarda D. Vera Cruz National High School	March 15, 2024
Perez	Severo Tejada Integrated School	March 2, 2024
Dolores	Dagatan National High School	March 9, 2024
Patnanungan	Busdak National High School	March 15, 2024
Buenavista 2	Maligaya National High School	March 15, 2024

-nothing follows-

C. Scouting Activities/School or District Encampment

District	School	Date/s of Activity
Guinayangan North and South (BSP)	N/A	March 8-10, 2024
Guinayangan North and South (GSP)	N/A	March 15-17, 2024

-nothing follows-

D. School Club/Organization Activities

District	School	Date/s of Activity
Sariaya West (SELG Training)	N/A	March 15-17, 2024

-nothing follows-

E. Other School In-Person Activities

District	School	Date/s of Activity
Candelaria West (Foundation Day)	Atty. Celso M. Reyes Integrated National High School	March 23, 2024

-nothing follows-

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Enclosure 2 to DM No. 298, s. 2024

Activity Report Form of Off-Campus Activity/Field Trip

Title of the Activity:		
Name of Activity Head:	School:	Division: QUEZON
		Region: IV-A CALABARZON
Subject Area/s:	Date of Activity:	Grade Level/s:
Target Key Stage and Educational Competencies (as per K-12 Curriculum Guide):		

Please prepare a narrative report with photo documentation on the recently conducted off-campus activity using the following questions as your guide:

Activity

1. Where and when did the activity take place?
2. Who were involved in the activity?
3. How was the activity conducted?
4. What was the unique educational value in the activity?
5. Was there adequate staff and adult supervision?
6. What problems or challenges were encountered before, during, and after the activity?
7. How can these problems and challenges be overcome in the future?

Learners' Culminating Activity (by class/section)

1. How soon after the off-campus activity did you have the culminating activity with the learners?
2. Describe briefly how you processed the off-campus activity and its relevance to the curriculum, with the learners.
3. What were the takeaways of the learners from the off-campus activity?

Evaluation

1. Collectively, what were the good things that happened during the off-campus activity?
2. Collectively, what were the issues and concerns encountered by the teachers involved during the entire duration of the trip?

Evaluation of the Tour/Service Provider

1. Briefly describe your experience with the services provided by the tour/service provider.
2. What did you like the best and least from the tour/service provider and its services?

Reference: DO 66, s. 2017

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