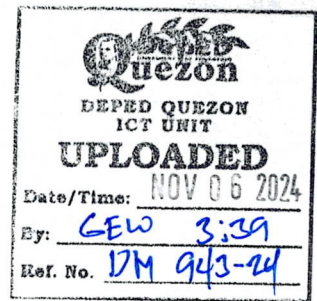




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 November 2024

DIVISION MEMORANDUM
DM No. 943, s. 2024

REITERATION OF 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. 768 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/11/05/2024

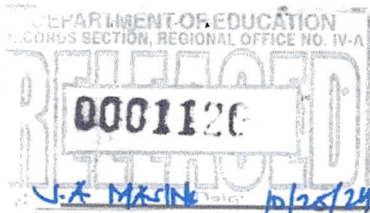
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PAU-RM-2024-768



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

21 October 2024

Regional Memorandum

No. 768 s. 2024

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

To: **Schools Division Superintendents
School Heads**

1. In reference to DM-OUOPS-2024-02-07962 titled Reiteration of Existing Policies and Guidelines on the Conduct of Off-Campus Activities, the Office of the Undersecretary for Operations, reiterates the strict compliance with DepEd Order No. 66, s. 2017.
2. All Schools Division Offices are hereby directed to establish their respective monitoring mechanisms to ensure the continuing compliance of schools with the policies of the Department.
3. Attached herein is the copy of the Memorandum.
4. Strict compliance to this Memorandum is desired.

Alberto T. Escobarte
ATTY. ALBERTO T. ESCOBARTE, CESO II

AT Regional Director *amr*

ORDPAU3



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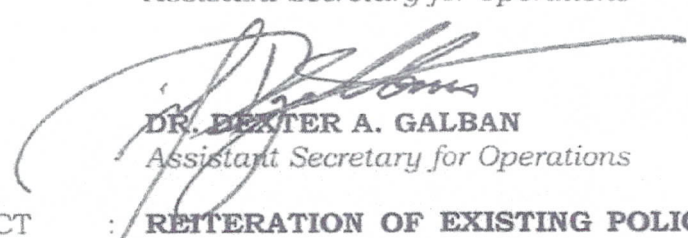
MEMORANDUM

DM-OUOPS-2024-02-07962

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


MALCOLM S. GARMA
Assistant Secretary for Operations


DR. DEXTER A. GALBAN
Assistant Secretary for Operations

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

DATE : September 25, 2024

The Department remains steadfast in its commitment to taking good care of learners by promoting learner well-being, inclusive education and a positive learning environment. In light of changing weather conditions and the various risks or hazards associated with out-of-school activities, it is essential to emphasize that upholding the value of experiential education and lifelong learning must not be done at the expense of the health and safety of our learners, teachers and non-teaching personnel.

In this light, this Office would like to reiterate DepEd Order (DO) No. 66, s. 2017 titled *Implementing Guidelines on the Conduct of Off-Campus Activities* issued December 27, 2017.

Off-Campus Activities are defined as follows:

Section III. Definition of Terms

5. **Off-Campus Activity** – an authorized activity relevant to learning that takes place outside the school premises, participated by learners and supervised by teachers and/or staff and other concerned stakeholders.

a. **Off-Campus Co-curricular Activity** – 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.

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 learners.

Section V. Categories of Off-Campus Activities

A. DepEd Mandated and Initiated Off-Campus Activities

In support of the K to 12 Curriculum implementation and the holistic development of learners, DepEd regularly initiates and/or mandates activities that are conducted outside of the school. These activities are organized by the central, regional, and division offices, and follow existing issuances specific to the activity.

B. Externally Initiated Off-Campus Activities

External stakeholders may involve schools in their activities and programs which are off-campus in nature. For public schools, such activities shall require approval from DepEd authorities per governance level. For private schools, appropriate school authorities will be in charge of the approval. The planned off-campus activity shall be thoroughly discussed with school management before seeking approval from concerned authorities. This shall follow strictly articulated procedures in this policy.

C. School Initiated Off-Campus Activities

Public schools shall be allowed to organize field trips and/or educational tours provided that these **will not entail huge costs and will not risk the safety and security of learners**. Field trips and/or educational tours are supplemental activities only and shall not in any way replace the learning delivery.

The conduct of off-campus activities will be a prerogative of the school heads and subject to the approval of the Schools Division Superintendents (SDSs).

As outlined in Sections X and XI, off-campus activities are **voluntary in nature**, shall have **no grade equivalent** and shall **in no way disrupt classes**:

Section X. Special Provisions

A. Participation

Participation, especially by learners in co- and extra-curricular activities shall be VOLUNTARY."

...

C. No Grade Equivalent

All co-curricular and extra-curricular activities shall have no grade equivalent. In the same way, **all non-participating learners shall not be required with any special projects and/or examination or any form of school requirements.**

D. Class Disruption

The school head shall ensure that **off-campus activities will in no way disrupt classes**. Arrangements have to be made to ensure that contact time with non-participating learners is observed. x x x

Section XI. Fund Sources

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.

Moreover, school administrators are reminded of the rules for site selection:

Section VII. Preparing for Off-Campus Activities

C. Site Selection for Field Trips/Educational Tours

Apart from **relevance to the curriculum, local sites of academic and/or historical relevance should be prioritized to promote local knowledge sources and cost-efficiency** in determining the venue for field trips/educational tours.

Likewise, please be guided that **amusement and/or theme parks are prohibited as a field trip itinerary**, unless absolutely necessary, and if no other alternatives are available. In such cases where no other alternatives are available, a written justification for field trips and other off-campus activities in amusement and/or theme parks must be submitted for the approval of the Schools Division Superintendent concerned before the actual date.

School administrators are further requested to adhere to the following provisions pertinent to this matter:

Section VII. Preparing for Off-Campus Activities

A. Planning

In accordance with the principles provided for in these guidelines, all schools and other concerned offices shall prepare a plan and seek the approval of concerned authorities...

Parents should have active involvement in the planning of off-campus activities. At the planning stage, they should be informed of the details of the activity and nature of participation of their children. They should also be encouraged to attend these activities as long as their resources permit.

Section VII. Preparing for Off-Campus Activities

F. Parent/Guardian Conference

*Parents/Guardians shall be convened to discuss all approved and upcoming off-campus activities... **Duly accomplished consent forms (Annex C) shall be submitted to the activity head prior to the activity.***

Section VII. Preparing for Off-Campus Activities

Item B details the various **safety and security measures that shall be observed** by all public and private schools.

Section VII. Preparing for Off-Campus Activities

D. Service Providers

3. Transportation Providers - Vehicles, most especially those arranged with external transportation operators shall be duly certified by the Department of Transportation (DOTr)/Land Transportation Office (LTO). Vehicles should not be more than 10 years old as of the scheduled date of the off-campus activity reckoned from the year of manufacture. Furthermore, pertinent documents including, but not limited to, the following shall be checked as to their validity:

- a. Registration of Vehicles
- b. Insurance Coverage
- c. Professional Driver's License
- d. Roadworthiness Certificate

Prior to the scheduled activity, the transportation provider shall conduct necessary inspection of the identified vehicle/s in the presence of the activity head or any authorized personnel.

*The number of participants per vehicle shall be strictly limited to its seating capacity. **Overloading and usage of additional seats in the vehicle aisle shall be strictly prohibited.***

Section VIII. Activity Proper

F. Close Supervision of Learners

*For off-campus co- and extra-curricular activities initiated by the division, region, or external entity, participating learners are **required to be accompanied by concerned teacher/s or coach/es** from the participating school.*

***Kindergarten up to Grade 3 learners must be accompanied by their parents/ guardians** during off-campus activities.*

As much as possible, the ideal teacher-student ratio (1:25 for Kindergarten, 1:30 for Grades 1-3, etc.), which is based on relevant rules and planning regulations of the Department, should be followed.

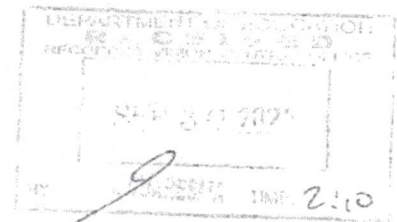
All governance levels must remain vigilant and are instructed to refer to general public health advisories issued by the Department of Health (DOH), weather advisories issued by PAGASA and/or their respective local government units, amongst others, in order to make informed decisions with regard to off-campus activities.

For Centrally Managed Co-Curricular activities, including but not limited to Palarong Pambansa, the National Festival of Talents (NFOT), National Schools Press Conference (NSPC) and Learners' Convergence (LearnCon), all governance levels must exert maximum effort to ensure strict adherence to safety protocols for the well-being of our learners.

All regional and schools division offices are directed to establish their respective monitoring mechanisms and ensure the continuing compliance of schools with the policies of the Department.

For wide dissemination and strict compliance.

**COPY FURNISHED:
OFFICE OF THE SECRETARY**





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

**Checklist of Requirements for the Indorsement of Co-Curricular and
 Extra Curricular Activities of Learners**

NAME OF SCHOOL: _____

TITLE OF ACTIVITY: _____

NATURE OF ACTIVITY: (Check the appropriate box.)

- | | |
|---|--|
| <input type="checkbox"/> Off-Campus/Field Trip | <input type="checkbox"/> Socialization/Promenade/Party |
| <input type="checkbox"/> Scouting/Camp | <input type="checkbox"/> Training/Workshop/Orientation/Symposium |
| <input type="checkbox"/> Others (Please specify): _____ | |

DATE/S AND VENUE/ITINERARY OF ACTIVITY:

LIST OF REQUIREMENTS: (Check if the documents are complied.)

A. General Requirements

- Letter of request addressed to the Schools Division Superintendent
- SPTA resolution signed by all officers (*if necessary funding is needed*)
- Approved activity proposal/training design (*use Annex A template of DO 66, s. 2017 for off-campus activity*)
- Health and safety plan (*can be in the form of letter of request for medical and peace and order personnel*)
- List of participants
- Individual parental consent and waiver forms (*use Annex C template of DO 66, s. 2017 for off-campus activity*)

B. Specific Requirements for Off-Campus Activity/Field Trip

- Copy of Annual Implementation Plan (AIP) (*page/s that include the off-campus activity*)
Attachments to Annex A of DO 66, s. 2017:
- Certified true copy of accreditation certificate by the Department of Tourism (DOT)

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- Certified true copy of certification from the Land Transportation, Franchising, and Regulatory Board (LTFRB) on the validity and scope of franchise of the tour operator's vehicle/s, if applicable
- Copy of registration of vehicles
- Copy of professional driver's license and updated medical record (*include drug test*)
- Copy of roadworthiness certificate
- Information and cost of travel insurance
- Indicative program including the itinerary of activities
- Other expenses that may be incurred
- Least learned competencies of the participating learners
- Information stating the alignment of the place/s to visit with the target key stage and corresponding competencies of the K to 12 Curriculum
- Annex B (Manifest) of DO 66, s. 2017

C. Specific Requirements for Socialization/Promenade/Party

- Certification as non-requirement for graduation and/or completion
- Copy of program

D. Specific Requirements for Scouting/Camp

- Certificate of Approval of BSP/GSP Quezon Council
- Approved action plan
- Copy of program

E. Specific Requirements for Training/Workshop/Orientation/Symposium

- Approved action plan
- Club/Organization resolution signed by all officers and approved by school head
- Copy of program

F. Specific Requirements for Other Co-Curricular/Extra Curricular Activities

- Additional requirement/s: _____

REMARKS:

- Approved for indorsement
- For compliance/resubmission of requirement/s: _____

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