



Republic of the Philippines

DEPARTMENT OF EDUCATION

Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Curriculum and Implementation Division

Capitol Area, Dumaguete City



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January 29, 2018

Division Memorandum

No. 74 s, 2018

IMPLEMENTING GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES

To :

- Chiefs, CID & SGOD
- Division Education Program Supervisor/Division Coordinator
- Public Schools District Supervisors/District In-Charge
- Public and Private Elementary & Secondary School Heads
- All Others Concerned

1. Attached is DepEd Order No. 66, s. 2017 dated December 27, 2017 entitled **"IMPLEMENTING GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES"** for the perusal of everyone.
2. Further, the above-mentioned DepEd Order informs also the field that this repeals DepEd Order Nos. 87 and 52, s. 2003, 5, s. 2002 and 56, s. 2001. All other related issuances, rules and regulations, as well as provisions which are inconsistent with this policy are hereby repealed, rescinded, or modified accordingly.
3. For wide dissemination.

jn:  **SALUSTIANO T. JIMENEZ, CESO VI**
OIC-Assistant Regional Director
Concurrent Schools Division Superintendent

30 JAN 2018

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. **0037**, Series of 2018

O: 1/25/18

JAN 22 2018

**DISSEMINATION OF DEPED ORDER NO. 66, S. 2017 ENTITLED
"IMPLEMENTING GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES"**

To: Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. This Regional Office disseminates DepEd Order no. 66, s. 2017 dated December 27, 2017 entitled "Implementing Guidelines on the Conduct of Off-Campus Activities" for the information and guidance of all concerned.
2. Attached is a copy of said DepEd issuance for your reference.
3. Immediate and wide dissemination of this DepEd Order is directed.

Juliet A. Jeruta
JULIET A. JERUTA
Director IV
Officer-in-Charge
Office of the Regional Director

Enclosures: as stated
JAJ/LCJ/jksb
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"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



Republic of the Philippines
Department of Education

27 DEC 2017

DepEd ORDER
No. 66, s. 2017

IMPLEMENTING GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In support of the K to 12 Curriculum implementation, the Department of Education (DepEd) hereby establishes the enclosed guidelines on the conduct of co-curricular and extra-curricular off-campus activities for public and private schools.
2. All co-curricular and extra-curricular activities will adhere to the following:
 - a. ensure relevance and alignment with the educational competencies of the K to 12 Curriculum and leadership development of learners;
 - b. uphold child protection principles and that no learner shall be disadvantaged in any form; and
 - c. observe the safety and security protocols for all participants before, during and after the activity.
3. This issuance repeals DepEd Order Nos. 87 and 52, s. 2003, 5, s. 2002 and 56, s. 2001. All other related issuances, rules and regulations, as well as provisions which are inconsistent with this policy are hereby repealed, rescinded, or modified accordingly.
4. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

References:
DepEd Order: (Nos. 87 and 52, s. 2003, 51, s. 2002 and 56, s. 2001)

To be indicated in the Perpetual Index
under the following subjects:

LEARNERS
FIELD TRIP
OFFICIALS

POLICY
PROCEDURE
SAFETY EDUCATION

SCHOOLS
TEACHERS

SMMA: QQ Implementing Guidelines on the Conduct of Off-Campus Activities
ngan October 4/November 10, 2017

(Enclosure to DepEd Order No. 66, s. 2017)

IMPLEMENTING GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES

I. RATIONALE

The implementation of the K to 12 Curriculum by the Department of Education (DepEd) is geared toward the holistic development of the learner. As such, the DepEd recognizes the value of experiential learning as a holistic learning model through which the learner develops mastery of target competencies by first obtaining conceptual understanding, followed by its application to authentic situations, and finally reflection on the experience gained. In support of this learning process, relevant off-campus activities are being implemented by the DepEd at the different governance levels to supplement and enhance classroom-based theories and concepts with immersive activity-based learning experiences.

To ensure that these off-campus activities attain the intended purpose, DepEd recognizes the necessity of updating and improving existing guidelines into a comprehensive policy. The relevance of off-campus activities vis-a-vis the K to 12 Curriculum shall be given utmost importance in organizing such activities. At the same time, while the Department seeks to enhance the learning experience by spearheading the conduct of off-campus activities, the safety and security of all participants, namely, the learners, their parents/guardians, and DepEd personnel should be highly considered.

Given these, DepEd shall establish standards and procedures in the conduct of Off-Campus activities involving learners, teachers and relevant offices in the DepEd to maximize the gains from such activity and ensure its alignment with the overall learning outcomes. Additionally, this policy aims to provide general and specific guidance pertaining to the roles of relevant stakeholders, safety and security measures, and accountability mechanisms.

II. SCOPE

This policy covers the implementation and management of co-curricular and extra-curricular off-campus activities in all public and private schools.

III. DEFINITION OF TERMS

For clarity and consistency, the following frequently used terms and phrases in this document shall be construed as follows:

1. **Activity Head** - any authorized personnel primarily responsible for the learners during an off-campus activity
2. **Chaperone** - a person assigned to accompany and supervise learners during off-campus activities
3. **Educational Field Trip** - a carefully planned activity involving travel to sites outside the classroom and school premises where lesson delivery usually takes place for firsthand learning opportunities, the design of which is built around achieving particular core competencies of the curriculum

4. **Guardian** - refers to legal guardians, foster parents, and other persons, including relatives or even non-relatives, who have physical custody of the child
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
6. **Roadworthiness** - pertains to the ability of a vehicle to be street-legal and in a suitable operating condition as per the standards of appropriate government/regulatory agencies

IV. POLICY STATEMENT

DepEd hereby establishes the policy on the conduct of off-campus activities to set the guidelines on the conduct of co-curricular and extra-curricular off-campus activities in public and private elementary and secondary schools.

General Principles

All co-curricular and extra-curricular activities will adhere to the following:

1. ensure relevance and alignment with the educational competencies of the K to 12 Curriculum and leadership development of learners;
2. uphold child protection principles and that no learner shall be disadvantaged in any form; and
3. observe the safety and security protocols for all participants before, during and after the activity.

Off-campus activities shall not be used as a means to raise funds for the school or an association. All curricular and nationally mandated off-campus activities shall be subject to existing policies governing them.

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 (SDS).

VI. ROLES AND RESPONSIBILITIES

A. Central Office

The overall policy guidance will come from the Office of the Undersecretary for Planning and Field Operations and Undersecretary for Curriculum and Instruction. Specifically, the following are the roles and responsibilities of concerned bureaus:

1. Bureau of Learner Support Services

- a. Oversee the implementation of this policy
- b. Resolve emerging issues and challenges in the implementation and management of off-campus activities
- c. Conduct periodic monitoring and evaluation of off-campus activities
- d. Spearhead the review of the policy on off-campus activities

2. Bureau of Learner Delivery (BLD) and Bureau of Curriculum Development (BCD)

- a. Ensure curricular and nationally-mandated co-curricular activities adhere to the protocols set in this policy
- b. Participate in the regular review of this policy

B. Regional Office

Given the shared responsibility of Regional Office (RO) functional divisions in the conduct of co- and extra-curricular off-campus activities, herewith are the roles and responsibilities of concerned offices:

1. Education Support Services Division (ESSD) and Curriculum and Learning Management Division (CLMD)

- a. Spearhead the nationally mandated co- and extra-curricular off-campus activity held at the regional level

- b. Evaluate and recommend the approval of division and regional level activity proposals and ensure that these contribute to the curriculum and learner's development
- c. Ensure that off-campus activities strictly comply with procedures stipulated in this policy
- d. Monitor the conduct of co- and extra-curricular activities
- e. Resolve emerging issues and challenges in the implementation and management of school-initiated off-campus activities

ESSD shall be the overall in-charge in the monitoring and evaluation of the implementation of the policy on off-campus activities at the regional level.

C. Schools Division Office

Given the shared responsibility of Schools Division Office (SDO) functional divisions in the conduct of co- and extra-curricular off-campus activities, as appropriate herewith are the roles and responsibility of concerned offices:

1. School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID)

- a. Facilitate smooth implementation of off-campus activities initiated at the SDO level, as appropriate
- b. Monitor the conduct of co- and extra-curricular activities
- c. Evaluate and recommend the approval of school level activity proposals and ensure that these are aligned with the curriculum and contribute to learner's development
- d. Secure a list of both accredited and blacklisted tour operators/service providers based on track record and credibility, which schools can refer to
- e. Ensure that off-campus activities strictly comply with procedures stipulated in this policy
- f. Resolve emerging issues and challenges in the implementation and management of school-initiated off-campus activities

SGOD shall be the overall in-charge in the monitoring and evaluation of the implementation of the policy on off-campus activities at the division level.

D. School

i. School Head

- a. Ensure that proposed off-campus activities are in the Annual Improvement Plan, especially those that can already be anticipated by the school
- b. Review school level activity proposals and endorse to SDO for approval
- c. Ensure the alignment of school level activity proposals with the target key stage and corresponding competencies of the Kto12 Curriculum
- d. Ensure that activities strictly comply with the procedures stipulated in this policy
- e. Schedule catch up learning sessions for the participants of off-campus co-curricular activities held at the division, regional or national levels who miss classes to attend said activities

- f. Resolve emerging issues and challenges in the implementation and management of school-initiated off-campus activities
- g. Submit activity reports to the SDO

2. Activity Head

- a. Spearhead the planning and preparation of the off-campus activity
- b. Facilitate the parents'/guardians' conference, pre-departure orientation, and other similar preparatory activities
- c. Ensure that safety measures, protection of learners, and relevant procedures stipulated in this policy are strictly observed in the planning, activity proper, and post-activity stages
- d. Conduct post-activity processing, and prepare the activity report to be submitted to the school head

3. Parents and/or Guardian of the Learners

- a. Participate in the planning and preparatory activities such as parent/guardian conference, pre-departure briefing, and other similar preparatory activities
- b. Accomplish and submit Parent's/Guardian's Consent Form (Annex C) to concerned teachers to indicate that they are allowing their child/ren to join the off-campus activity
- c. Inform the concerned teachers of the learners' specific medical needs;
- d. Provide the required information stipulated in this policy prior to the conduct of the off-campus activity.
- e. Ensure that necessary arrangements for travel insurance are secured.

For private schools, their respective approving authorities shall be engaged as provided in their respective manual of rules and regulations. Private schools should likewise strictly observe the engagement of parents and/or guardians in the conduct of all off-campus activities.

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. The plan should take into account learners' diversity, context, and needs. This should be part of the school's annual planning activity to ensure that off-campus activities support education priorities, and are relevant to learning and development of learners. In this light, planning of an off-campus activity shall provide a clear justification that covers important aspects such as relevance to the curriculum, safety and security measures, and accountability of concerned stakeholders, among others. Private schools may also adopt their own planning process to ensure that off-campus activities are aligned with the curriculum and help attain educational competencies.

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.

For off-campus activities that shall be conducted for at least one day, an **Activity Proposal (Annex A)** shall be submitted to the approving authority/ies for review and approval.

For all off-campus activities less than one day, concerned teachers shall seek the approval of the school head in writing. The concerned teacher shall exercise utmost diligence in observing the safety and security of the learners throughout the duration of the said activity.

B. Safety and Security Measures

The following safety and security measures shall be observed by all public and private schools when planning an off-campus activity:

1. **Buddy System** – All learners participating in an off-campus activity should be assigned a buddy except when only one learner is traveling with the concerned teacher. This is to ensure that someone is looking after one another and that no one gets left behind. In bigger groups, these paired learners shall be assigned to a teacher or any participating adult.
2. **Medical Kit** - The activity head shall ensure that there is an accessible medical kit throughout the duration of the off-campus activity. Learners, in particular, shall be made aware of how to access the medical kit whenever necessary.
3. **Emergency and Evacuation Procedures** - All responsible personnel in the conduct of an off-campus activity shall be guided by the principles of emergency and evacuation protocols as per School Disaster Risk Reduction and Management Manual. This shall be part of the pre-departure briefing with all the participants.
4. **Food** – All personnel involved in an off-campus activity shall continue to promote the consumption of healthy food and beverages during the entire trip pursuant to DepEd Order No. 13, s. 2017.
5. **Learner Medical Condition** - Concerned teachers should be aware of the participating learner's medical condition. As necessary, **medical clearance** shall be required especially if strenuous physical activities are part of the off-campus activity program.
6. **Learner Emergency Contact Details** – Concerned teachers shall secure the emergency contact details of every learner joining an off-campus activity. In the same way, concerned teachers shall give their contact details to the parents/guardians of learners.
7. **Learner Safety and Emergency Card** – In addition to the wearing of school ID, each learner joining an off-campus activity should prepare and wear a safety and emergency card, which contains the following details:
 - a. Learner emergency contact details
 - b. Contact number of concerned teacher/s
 - c. Allergies and other pertinent health information (e.g. pre-existing conditions, dietary restrictions, prescription medications)
 - d. Blood type

No cost should be incurred by the learners in the preparation of the Learner Safety and Emergency Card.

8. **Traffic Rules and Convoy** - Vehicles shall strictly follow the traffic rules and related regulations as set by the law (ex. speed limit, use of seatbelt, capacity, etc.). In cases where multiple vehicles are used during an off-campus activity, said vehicles shall always be in convoy.
9. **Weather Condition** - The activity head shall closely monitor weather forecasts and patterns 2-3 days before and on the day of the scheduled off-campus activity. If inclement weather is expected, the school head shall immediately cancel the planned trip.

Off-campus activities shall be flexible and incur no extra costs in cases wherein rescheduling occurs.

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.

D. Service Providers

Off-campus activities requiring the services of external tour and transportation operators, among others, shall comply with the provisions of these guidelines to ensure the safety of participants. An **agreement** shall be jointly signed by the procuring entity and the service provider, specifying the responsibilities and liabilities of the parties especially to the learners who will participate in the off-campus activity.

1. **External Partners** (ex. *barangay*, a public or private school) - The school may be assisted by an external partner in terms of an off-campus activity and/or transportation service, provided that a written agreement is signed by both parties beforehand.
2. **Tour Operators** - Tour operators providing services for off-campus activity destinations shall be duly accredited by government agencies. The following documents shall be checked from the tour operator:
 - a. Certified True Copy of Accreditation Certificate by the Department of Tourism (DOT)
 - b. 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

Moreover, itinerary and activities offered per location must be made clear in the agreement and strictly followed. An off-campus activity venue must be able to comfortably accommodate the expected number of participants at a time.

3. **Transportation Providers** - Vehicles, most especially those arranged with external transportation operators shall be duly certified by the Department of Transportation (DOT)/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

The transportation providers shall submit a list of the specific vehicle/s and corresponding plate number/s to be used, and assigned driver/s, for an off-campus activity not less than five (5) days before the activity. Only the pre-identified vehicle/s and driver/s will be permitted during the activity itself. 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.

4. **Drivers** - The school shall ensure that all drivers assigned to service off-campus participants have updated licenses and are in good medical condition as per their latest health examination within a year of the scheduled activity.

E. Learners with Special Needs

Appropriate accommodations and/or modifications shall be provided for learners with special needs.

F. Parent/Guardian Conference

Parents/Guardians shall be convened to discuss all approved and upcoming off-campus activities. The program, logistical and administrative requirements will be discussed in the conference. For those who were not able to attend the conference, the school shall send a letter of information signed by the principal to these parents/guardians. For off-campus activities that are not initiated by the school (e.g. *barangay*, Regional Office, Schools Division Office, etc.), the invitation or memoranda should be attached to the letter of information. Duly accomplished consent forms (Annex C) shall be submitted to the activity head prior to the activity.

G. Pre-Departure Briefing

All off-campus activity participants - learners, teachers, parents/guardians - shall attend a pre-departure briefing to discuss, among others, the following:

- a. Program, including the activities that the learners will participate in
- b. Expenses that may be incurred
- c. Information on the place/s to visit
- d. Emergency and evacuation procedures

- e. Safety and security measures
- f. Departure and arrival area

The activity head shall ensure that all clarifications, concerns and issues are discussed and resolved during the pre-departure briefing.

For activities that will involve big groups, groupings shall also be done during this phase. Chaperones shall be identified and provided with a list of learners under their care.

For activities that require multiple areas to be visited, a map with the pre-determined visit points shall also be provided to the learners during the pre-departure.

Those who fail to attend the pre-departure briefing shall not be allowed to join the activity.

VIII. ACTIVITY PROPER

To ensure the smooth conduct of off-campus activities, all public and private schools must observe the following required due diligence:

A. School Rules

School rules shall apply during off-campus activities.

B. Vehicle Inspection

On the day of the off-campus activity and before learners board the vehicle, the school shall inspect and ensure that the vehicle is in good condition and crosscheck both the vehicle and the driver with those pre-identified for the activity.

C. Manifest

All participants - learners, parents/guardians, teachers and other personnel - shall sign a manifest (**Annex B**) before leaving the school premises and upon return to the school.

D. Tracking

Headcount shall be conducted before leaving the school and upon arrival at every off-campus venue.

For off-campus activities with transportation providers, the school shall keep track of the vehicles that leave and return to the school, as well as the learner- and teacher-passengers. This tracking shall be made transparent to parents or guardians.

A specific waiting area in the school shall be designated where all returning learners shall be picked up by their fetcher. Learners whose fetchers are yet to arrive shall diligently wait in this area, and shall be supervised by the teacher-in-charge.

E. Briefing Upon Arrival

Upon arrival at the venue, the learners should be briefed on the safety and security measures, emergency and evacuation procedures, as well as rules

and regulations to be observed in the venue. ID cards and Learner Safety and Emergency Cards shall also be checked by the concerned teachers.

F. Close Supervision of Learners

Close supervision of learners shall be observed in the entire duration of the off-campus activity. All learners shall be instructed to report their whereabouts to these concerned adult participants. In case of big group off-campus activities, there should be at least two chaperones in a vehicle of not more than the seating capacity. When lined up with the learners, one chaperone shall be designated at the front of the line, while the other shall be assigned at the back. Learners shall not be permitted to wander off on their own.

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.

G. Educational Tourism

For off-campus activities with an educational component particular to the venue/ place/s to visit, related lecture must be conducted throughout the trip.

H. Drop-Off

Learners who join an off-campus activity shall be dropped off at the designated waiting area in the school. Elementary learners shall not be allowed to leave the school premises without their fetchers.

The parent/guardian who wishes their child or children to be dropped off elsewhere, shall directly communicate with the activity head or authorized personnel the drop-off details. The learner's fetcher must already be in the agreed drop-off area by the time the learner is to be dropped off. Otherwise, the learner shall be dropped off and picked up at the school.

I. Post-Activity Vehicle Check

Authorized personnel shall inspect the vehicle for any items that might have been left behind by the learners. They shall collect any found items and facilitate the claiming of the said items.

IX. POST-ACTIVITY

To get the full benefits of the off-campus activity, post activity processing must be conducted.

A. Learners' Culminating Activity

The class adviser shall conduct a culminating activity and process with the learners the activities conducted vis-a-vis the curriculum. The activity aims to process and synthesize the learning experiences and insights of learners from the conducted off-campus activity.

Teacher/s involved shall ask the learners who joined the off-campus activity for feedback on the activity; particularly, things such as what went well, what

went wrong, and things that can be improved next time. Evaluation shall cover the activity itself, the vehicle/s used, the venue, and other services when applicable.

The Activity Head shall in no case be allowed to conduct the off-campus culminating activity.

B. Activity Evaluation

All teachers involved in the off-campus activity are required to convene for a post-activity evaluation to discuss issues and concerns encountered during the entire duration of the trip. If only one teacher was involved, the evaluation should be done with the school head.

Feedback from both learners and faculty members shall be consolidated by the teacher/s involved, to be included in the Activity Report.

C. Submission of Activity Report

All concerned teachers shall prepare and submit an activity report (**Annex D**) to the school head for subsequent reporting to the SDO and RO, whichever is the approving authority. Private schools may also submit their report to their respective approving authorities.

The report should also contain the documentation of learners' culminating activity and the evaluation of the learners and teachers. Specifically, the report shall highlight the academic gains relevant to the curriculum, evaluation of tour or service provider, and challenges encountered during the activity.

X. SPECIAL PROVISIONS

A. Participation

Participation, especially by learners, in co- and extra-curricular activities will be **voluntary**. No learner shall be required to participate in any off-campus activity.

B. Travel Insurance

Securing travel insurance is mandatory for all off-campus activities. No one shall be allowed to join off-campus activities without travel insurance.

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. Specifically for field trips and/or educational tours, non-participating learners shall be provided with lessons equivalent to the program of the conducted off-campus activity to ensure that nothing is missed in the learning process. Make-up classes shall be conducted to cover competencies discussed and/or taken up during the conduct of the off-campus activity.

E. Partnership with Other Agencies/Organizations

Schools/SDOs/ROs may partner with other organizations and government agencies to assist DepEd in the conduct of off-campus activities.

XI. FUND SOURCES

For public schools, funds for the conduct of off-campus activities may be sourced, as appropriate and in accordance with existing accounting and auditing rules and regulations, from the following:

- A. **DepEd Funds** – this shall be subject to the provisions under the implementing guidelines of DepEd's nationally-mandated and initiated off-campus activities and allowable expenses in the School's Maintenance and Other Operating Expenses budget (MOOE).
- B. **Special Education Fund** – funds for the planned off-campus activities could also be requested from the Local School Board for consideration in the Special Education Fund (SEF) as applicable, and in accordance with *DepEd-DBM-DILG Joint Circular 01 s. 2017*.
- C. **External Sources** – schools may tap other parties such as sponsors and/or external partners for financial support for the fees, transportation services, logistics, and other requirements necessary for the conduct of Off-Campus activities.

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.

XII. MONITORING AND EVALUATION

BLSS, in close collaboration with BCD and BLD; with CLMD and ESSD; and, with CID and SGOD, will conduct structured monitoring of off-campus activity processes. They will provide feedback for the improvement of this policy. Further, the BLSS with concerned regional offices will conduct an annual review of the effectiveness and efficiency of the policy in achieving its objectives.

XIII. VIOLATIONS AND SANCTIONS

Any violation or abuse of this Order shall be reported immediately to the concerned DepEd offices as articulated in Section VI of this policy. Such violations shall be dealt with accordingly.

XIV. EFFECTIVITY/TRANSITORY PROVISIONS

DepEd Memorandum No. 47, s. 2017 otherwise known as Moratorium on Educational Field Trips and Other Similar Activities shall be lifted upon the effectivity of this Order.

Other issuances inconsistent with this Order are hereby rescinded or repealed.

Immediate dissemination and compliance with this Order is directed.

XV. REFERENCES

- *DepEd Order No. 13, s. 2017, Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices*
- *DepEd Order No. 13, s. 2016, Implementing Guidelines on the Direct Release and Use of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools, Including Other Funds Managed by Schools*
- *DepEd Order No. 40, s. 2012, DepEd Child Protection Policy*
- *DepEd Order No. 87, s. 2003, Reiterating the Provisions of DepEd Order No. 52, s. 2003 (Policy on Educational Field Trips)*
- *DepEd Order No. 52, s. 2003, Policy on Educational Field Trips (Supplemental to DECS Order No. 56, s. 2001 and DepEd Order No. 51, s. 2002)*
- *DepEd Order No. 51, s. 2002, Policy on Educational Field Trips (Supplement to DepEd Order No. 56, s. 2001)*
- *DepEd Order No. 56, s. 2001, Policy on Educational Field Trips*
- *DepEd Memorandum No. 67, s. 2017, Creation of a Technical Working Group to Review and Revise Policies on Educational Field Trips*
- *DepEd Memorandum No. 47, s. 2017, Moratorium on DepEd Educational Field Trips and Other Similar Activities*
- *Department of Education K to 12 Curriculum Guide*
- *Rules and Regulations to Govern the Accreditation of Travel and Tour Services, Department of Tourism, September 26, 1995*
- *School Disaster Risk Reduction and Management Manual*

ANNEX A: OFF-CAMPUS ACTIVITY PROPOSAL

Please submit the completed proposal and copy of required attachments below to the concerned approving offices at the Region and/or Division Offices at least 1 month prior to the conduct of the activity.

Attachments (if applicable):

- Certified True Copy of Accreditation Certificate by the Department of Tourism (DOT)
- 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
- Copy of Roadworthiness Certificate
- Information and Cost of Travel Insurance
- Indicative Program (including the itinerary of activities)
- Other expenses that may be incurred
- Information on the place/s to visit

Activity Information			
Name of School:		Division:	
		Region:	
Title of the Activity:		Subject Area:	
Purpose of the Activity:		Proponent:	Activity Head:
Destination/Venue:	Departure Date:		Departure Time:
	Return Date:		Return Time:
Grade Level: <i>(circle)</i> Kinder 1 2 3 4 5 6 7 8 9 10 11 12			No. of Learners:
Fund Source:		Budget Estimate: <i>(breakdown if necessary)</i>	
Content of Activity			
Linkage with the ESIP-AIP		Target Key Stage and Educational Competencies <i>(as per K-12 Curriculum Guide)</i>	

Chaperone's Information		
Name	Position/ Designation	Contact Number

For DepEd Initiated Activities			
Name of Person in Charge	Position/ Designation	Name of Office/Unit	Contact Number

For Non-DepEd Initiated Activities			
Name of Service Provider	Name of Person in Charge	Position/ Designation	Contact Number

Logistical Requirements	
Transportation	Means of Transportation <i>(please indicate vehicles to be used)</i>
	Name of Service Provider <i>(if applicable)</i>
	Contact Details of Service Provider <ul style="list-style-type: none"> • Name: • Contact Number:

ANNEX C: PARENT'S/GUARDIAN'S CONSENT FORM

Name of Learner: _____
Date of Birth: _____ Sex: _____
Parent's/Guardian's Name: _____
Relationship to Learner: _____
Home Address: _____
Contact Number/s: _____
Title of the Activity: _____
Venue: _____ Date of Activity: _____

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all of the foregoing. I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

Parent/Guardian's Name and
Signature

Date

Notes (other information you may wish to inform the teacher, such as child's medical condition, etc.):

ANNEX D: ACTIVITY REPORT

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

Please prepare a narrative report 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 (to be submitted by classroom adviser)

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 learner/s.
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 Tour/Service Provider

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