



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

February 21, 2025

**DIVISION MEMORANDUM**  
**No. 110, s. 2025**

**MONITORING OF SENIOR HIGH SPECTACULAR 2025 AND TWG PRE -  
WORKING ACTIVITIES**

TO: Assistant Schools Division Superintendent  
Chief – Curriculum Implementation Division (CID)  
Chief – School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
School heads – Private and Public Secondary (Senior High)  
All Others Concerned

1. In line with the Division Memorandum no 35 series 2025 titled Senior High Spectacular 2025, this issuance wants to reiterate the following important details regarding the event:

- a. Throughout March 2025, Senior High Spectacular 2025 will showcase school-based culminating activities, where Senior High learners will present their achievements and talents from the 2024–2025 school year.
- b. From March 25 to 27, 2025, a Division Display will be held at Bauan Technical Integrated High School from 8:00 AM to 5:00 PM. This event aims to showcase Senior High students' academic and experiential achievements, promote inclusivity and community engagement, recognize effective teaching practices, and facilitate connections between learners, the community, and potential investors.
- c. Senior High School Heads must register their schools through this link: <https://forms.gle/xjUVxwxkdcXMoHui7> to confirm participation. The deadline for registration is February 21, 2025, at 3:00 PM. Failure to register will indicate non-participation in the culminating activity.
- d. Each SHS sub-office must invite three key stakeholders, including the LGU head or representative, local PESO, and one other community supporter. Submit their names via this link: <https://forms.gle/yuUyle796AoNAFua9>
- e. Different committees, along with the technical working group, will oversee the Division Display. Their names are listed in Attachment D.

2. As the division opens the Division-Wide Display to students from Grades 10 to 12 in both public and private schools, school heads must secure the necessary permits for participation. Additionally, the registration link:



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<https://forms.gle/EAmMc4BhKPtP5oD6> must be completed to ensure proper scheduling within the designated dates. School heads, in coordination with their Public Schools District Supervisors, must also ensure that pertinent documents are submitted to and collected by the sub-office, following the required protocols. All relevant DepED orders and memorandum is with this memo as attachments.

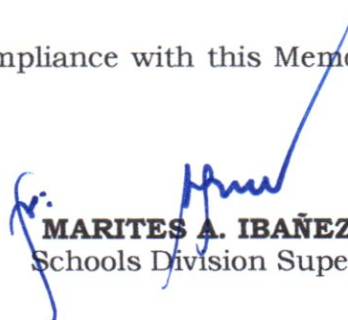
3. The monitoring team, together with the CID Chief and SHS Division Coordinator as mentioned in the previous division memorandum will have their appreciation visit of the school based SHS Spectacular display starting March 10 to March 21, 2025.

4. Additionally, the Technical Working Group Members will have pre-working days on March 17 to 21, 2025 in Bauan Technical Integrated High School on 8am to 5pm.

5. All provisions outlined in the previous memorandum regarding Senior High Spectacular remain in effect.

6. This memorandum serves as the travel order for all the participants and personnel involved.

7. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.

  
**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent

MLJB/ MONITORING OF SENIOR HIGH SPECTACULAR 2025 AND TWG PRE -WORKING ACTIVITIES/  
R2-140976/2/21/2025





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Attachments from Division 35 s 2025

**Monitoring Team for Senior High Spectacular School Display**  
**March, 2025**

<b>Congressional District</b>	<b>Monitoring Team Chairperson/s</b>	<b>Monitoring Team Members</b>
1	Elizabeth R. Tolentino Miguel B. Ulate	CD 1 public schools district supervisors
2	Rosalinda Mendoza Emerson B. Dalangin	CD 2 public schools district supervisors
3	Macaria Carina C. Carandang Mercy Villanueva	CD 3 public schools district supervisors
4	Emerson B. Dalangin Loreta V. Ilao	CD 4 public schools district supervisors

**Technical Working Group**  
**Senior High Spectacular 2025**

	<b>Name</b>	<b>School</b>
1	Ma. Alona T. Dimaculangan	Sico 1.0 Integrated National High School
2	Marisol T. Punzalan	San Pascual Senior High School 1
3	Jeffrey R. Cabral	Lemery Senior High School
4	Shella Marie T. Gumapac	Calaca Senior High School
5	Emily M. Abanes	Bauan Technical Integrated High School
6	Cynthia I. Vidal	Taal Senior High
7	Maria Fe H. Sangalang	Bauan Technical Integrated High School
8	Vrigin Kathleen D. Cupo	Balayan Senior High School
9	Carlo D. Prigo	Balayan Senior High School
10	Cristy M. Reyes	Lemery Senior High School
11	Joemark R. Gumapac	Calaca Senior High School
12	Ernie G. Santoyo	Rosario Integrated National High School
13	Glaiza M. Geron	Maximo T. Hernandez Memorial Integrated High School
14	Marlon B. Arenas	San Juan Senior High School
15	Angelica R. Villostas	Taal Senior High
16	Emma Noralyn L. Lacdao	San Juan Senior High School



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Committees on Senior Spectacular Division Display

Zone	Chairperson/s	Members	Technical Working Group Assigned
<b>Creative Showcase Pavilion</b>	Dr. Loreta V. Ilao	External Member/s	Dr. Joemark T. Gumapac
<b>Innovation Hub and Tech Lounge</b>			
<b>Scientific Discovery Gallery</b>			
<b>Experience and Engagement Plaza</b>			
Best Division Display			
<b>Skills Showcase Arena</b> Best SHS Innovation	Emerson B. Dalangin	Larry Roallos External Member/s	Dr. Jeffrey R. Cabral
<b>Entrepreneurship Avenue</b> Most Innovative Entrepreneurial Product, Service, Food	Macaria Carina C. Carandang	Jasmin Harina Chona C. Cabral External Member/s	Marisol T. Punzalan
<b>Scholar's Symposium Nook</b>			
Best Work Immersion Program	Dr. Ma. Leticia Jose C. Basilan	James T. Ano Edwin Cabanig	Kathleen Vrigin D. Cupo
Most Creative Portfolios	Dr. Miguel B. Ulate	Dr. Leonor Vertucio Elizabeth Andino	Emily M. Abanes
Best Community Project Involvement	Dr. Mercy R. Villanueva	Anabel Magalona Eric B. Panganiban	Dr. Cristy M. Reyes
Best Capstone Research	Emerson B. Dalangin	Elma V. Manalo Maxima Javier Oliver Rodriguez	Ernie G. Santoyo
Best Research Paper			
Best Feasibility Study	Dr. Elizabeth R. Tolentino	Dionisio Cruzat Julius John L. Palacpac	Glaisa M. Geron

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<b>Mind Masters Arena</b>			
Debate	Ma. Leticia Jose C. Basilan	Movita O. Cruzat David M. Nuay External Member	Ma. Alona T. Dimaculangan
		Rosalinda A. Mendoza Lorilyn Ebreo External Member	
<b>Other Special Awards</b>	Jimmy J. Morillo		Maria Fe H. Sangalang



Republic of the Philippines  
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**SCHOOLS DIVISION OF BATANGAS**

January 15, 2025

**DIVISION MEMORANDUM**  
**No. 035, s. 2025**

**SENIOR HIGH SPECTACULAR 2025**

TO: Assistant Schools Division Superintendent  
Chief – Curriculum Implementation Division (CID)  
Chief – School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
School heads – Private and Public Secondary (Senior High)  
All Others Concerned

1. The *Batangan* Mother Program, a guiding framework in SDO Batangas Province, is dedicated to fostering learners' achievements by promoting inclusive, equitable, and holistic quality education. Grounded in the core values of being *Inklusibo, Determinado, at Positibo*, the program harmonizes efforts across schools to ensure that every learner is empowered to reach their full potential. By aligning initiatives such as intensified literacy and numeracy programs, character-building activities, and innovative teaching strategies, *Batangan* seeks to address diverse learning needs and challenges. Through this unified approach, learners are equipped with 21st-century skills, resilience, and academic excellence, paving the way for their success in a rapidly evolving world.
2. In line with its commitment to excellence, SDO Batangas Province takes pride in celebrating the achievements of its learners and recognizing the invaluable contributions of its teachers. Through programs and events such as recognition ceremonies, academic festivals, and teacher appreciation activities, the province fosters a culture of gratitude and encouragement. These initiatives highlight the dedication of educators in shaping young minds and the perseverance of learners in overcoming challenges. By honoring both students' milestones and teachers' unwavering efforts, Batangas Province reinforces its belief that education is a collaborative journey, where every success story is a testament to the collective work of the community.
3. With this, on its 5th year, Senior High Spectacular 2025 will serve as a grand celebration dedicated to the achievements of Senior High learners and the unwavering dedication of their teachers in Batangas Province. This milestone event will spotlight the talents, skills, and accomplishments of Senior High students, showcasing their academic excellence, leadership potential, and creative endeavors. At the same time, it will honor the tireless efforts of teachers who have guided these learners toward success. Senior High Spectacular 2025 reinforces the province's commitment to nurturing a culture of excellence and collaboration, affirming that every Senior High learner's triumph is a shared victory for the entire educational community.





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4. In the whole month of March 2025, Senior High Spectacular 2025 will feature school-based culminating activities in respective schools. Senior High learners will display various outputs produced and achieved throughout the school year 2024-2025, highlighting their talents and accomplishments.

5. Furthermore, on the 25th to 27th of March 2025, a Division Display will be held at Bauan Technical Integrated High School, from 8:00 AM to 5:00 PM. With this regard, this issuance sets the guidelines and mechanics regarding the said activity, fostering these objectives.

a. **Showcasing Academic and Experiential Achievements**

Highlight the academic excellence, skills, and real-world experiences of Senior High students through displays and presentations.

b. **Promoting Inclusivity and Community Engagement**

Recognize diverse achievements and encourage community involvement in impactful projects.

c. **Recognizing and Improving Teaching Practices**

Celebrate effective teaching methods and evaluate best practices to enhance teaching and learning.

d. **Facilitating Community and Investor Engagement**

Provide a platform for learners to showcase their potential and connect with the community and potential investors.

6. To achieve these objectives, Senior High Schools from different congressional districts will collaborate and display their best works in SHS Spectacular Division Display. For the purpose of categorization and organization, outputs will be divided into seven (8) zones. These zones are:

- a. Creative Showcase Pavilion;
- b. Innovation Hub and Tech Lounge;
- c. Scientific Discovery Gallery;
- d. Experience and Engagement Plaza;
- e. Skills Showcase Arena;
- f. Entrepreneurship Avenue; and
- g. Scholar's Symposium Nook
- h. Mind Masters Zone

Details regarding these zones are discussed in the *General Guidelines on Senior High Spectacular Division Display* (Attachment A) of this memorandum.

7. With this, the SHS School Head is required to register his school to confirm its participation through this link: <https://forms.gle/xjUVxwxkdcXMoHui7>. Failure





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to register until February 21, 2025, 3pm means non participation of the said culminating activity.

8. Schools and sub-offices will be given recognition for their exemplary participation. Likewise, the exemplary sample outputs from different senior high schools will also be recognized as they will be gauged through sets of criteria (see Attachment B). The sample exemplary outputs for special recognition will be:

1. Best Work Immersion Program
2. Most Creative Portfolios
3. Innovative Entrepreneurial Product/Service/Food
4. Best Feasibility Study
5. Best Capstone Research
6. Best Research (per Track)
7. Best SHS Innovation
8. Best Community Involvement Project
9. Best Booth theme
10. Best Showcase Pavilion
11. Best Innovation Hub and Tech Lounge
12. Best Scientific Gallery
13. Best Experience and Engagement Plaza
14. Other special recognitions

9. The senior high schools from each sub-office are also required to invite 3 stakeholders that extend usual support to their school community. This should include the LGU head/representative with local PESO and 2 more community stakeholders that could be of interest to patronize the products of the SHS learners. The names of these stakeholders should be submitted through this link:

<https://forms.gle/yuUy1c796AoNAFua9>

10. A monitoring team, together with the CID Chief and SHS Division Coordinator, will be assigned to witness the Senior High Spectacular School Display 2025 (Attachment C).

11. Additionally, in the Division Display, different committees are also assigned to the activity, whose names are listed in Attachment D together with the technical working group that will assist them in the said assigned events.

12. Technical Working Group Members will have pre-working days

13. For more information and inquiries about the aforementioned activity, the division office, specifically the Curriculum Implementation Division (CID) through DR. MA. LETICIA JOSE C. BASILAN, EPSVR 1, Senior High Coordinator, can be reached at 09997831488 and 09171496643, or by email at [maleticiajose.basilan@deped.gov.ph](mailto:maleticiajose.basilan@deped.gov.ph). There will also be series of meetings regarding this activity with the schedule as follows:

Technical Working Group: January 21, 2025

CD 1 and 2 Senior High School Heads and PSDS with TWG: January 23, 2025



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CD 3 and 4 Senior High School Heads and PSDS with TWG: January 24, 2025

14. All expenses relative to the conduct of this activity shall be charged to the school MOOE and/or other local funds (food, travel, materials, etc.), subject to the usual auditing and accounting rules and regulations.
15. Further, this memorandum serves as the travel order for all the participants and personnel involved.
16. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.

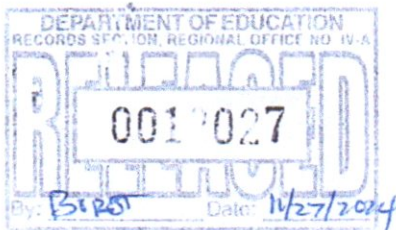
  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent



MLJBC/ SENIOR HIGH SPECTACULAR 2025/R2-140073/01/15/



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**Regional Memorandum**  
No. 859 s. 2024

26 November 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".

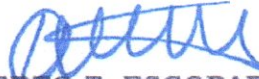
Section IV Policy Statement: General Principles

- 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



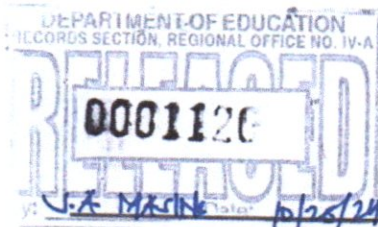
*Learning Management Division (CLMD) and Education Support Services Division (ESSD) and with Curriculum and Instruction Division (CID) and School Governance and Operations Division (SGOD) will conduct structured monitoring of off-campus activity processes. Further, the BLSS with concerned regional offices 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@dehara.com.ph](mailto:qad@dehara.com.ph).
5. Immediate dissemination of this Memorandum is highly desired.



**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

05/ROQ2



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REGION IV-A CALABARZON



**Regional Memorandum**

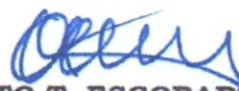

21 October 2024

No. 768 s. 2024

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

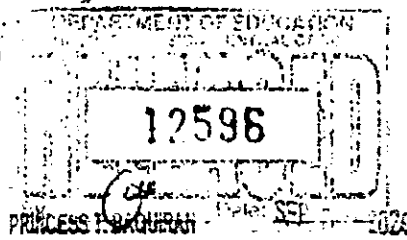
To: **Schools Division Superintendents  
School Heads**

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.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

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Republic of the Philippines  
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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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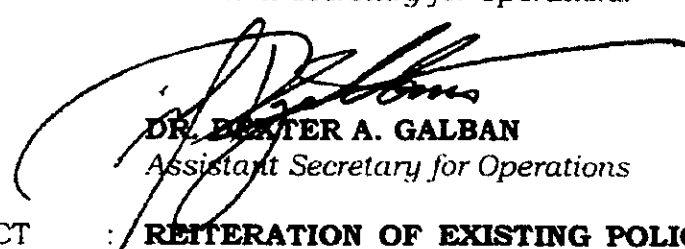
MEMORANDUM

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.

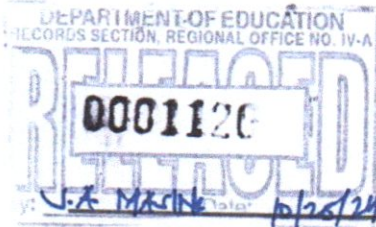
All regional and schools division offices are directed to establish their respective monitoring mechanisms and ensure the continuing compliance of schools with the policies of the Department.

For wide dissemination and strict compliance.

**COPY FURNISHED:  
OFFICE OF THE SECRETARY**

*[Handwritten signature and date 2/10]*





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



**Regional Memorandum**

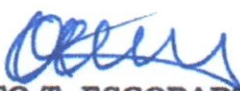


21 October 2024

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.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

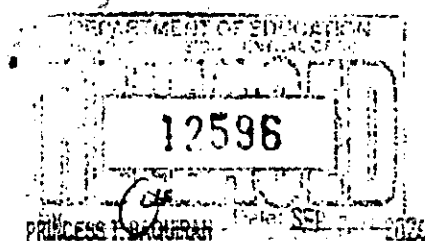
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Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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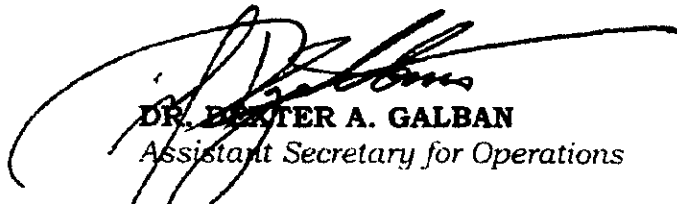
MEMORANDUM

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.

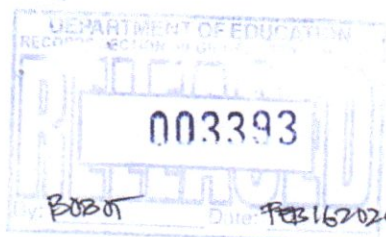
For Centrally Managed Co-Curricular activities, including but not limited to Palarong Pambansa, the National Festival of Talents (NFOT), National Schools Press Conference (NSPC) and Learners' Convergence (LearnCon), all governance levels must exert maximum effort to ensure strict adherence to safety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

*[Handwritten signature and date 2/10]*



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

14 February 2024

**Regional Memorandum**  
No.100 s.2024

**REVIEW OF DEPED ORDER NO. 66 S. 2017 TITLED  
"IMPLEMENTING GUIDELINES ON THE CONDUCT  
OF OFF-CAMPUS ACTIVITIES"**

To: **Schools Division Superintendents  
Chief Education Supervisors of ESSD and CLMD  
All Others Concerned**

1. In compliance with OASOPS No. 2024-019 Memorandum, this Office through the Policy, Planning and Research Division directs the conduct of the review of DepED Order No. 66 s. 2017 at the regional, division and school levels.
2. Participating divisions/units in this policy review are the Education Support Services Division (ESSD) and Curriculum and Learning Management Division (CLMD) of the regional office, School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID) of the schools division offices (SDOs), and select schools. SDOs are advised to select some participants from each of elementary, junior high and senior high schools.
3. Attached is a copy of the working file which is also downloadable through [bit.ly/DO66s2017Review](http://bit.ly/DO66s2017Review). The summary reports of the ESSD, CLMD and SDOs shall be submitted in two (2) sets: duly signed copy in PDF and soft copy in spreadsheet (Excel) to [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph) cc: [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph) on or before **February 21, 2024**. All reports from the schools shall be submitted to and for consolidation of the SDO. Thus, schools are advised not to submit directly their reports to the RO.
4. For other queries, kindly contact Policy, Planning and Research Division at (02) 8682-2114 local 470.
5. For immediate dissemination and strict compliance.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**

 Regional Director 

07/ROP1



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# **Review of DepEd Order No. 66, s. 2017 titled Implementing Guidelines on the Conduct of Off-Campus Activities**

DepEd Order No. 66, s. 2017	Comments/Inputs/Recommendations
<p><b>I. RATIONALE</b></p> <p>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.</p> <p>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.</p> <p>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.</p>	
<p><b>II. SCOPE</b></p> <p>This policy covers the implementation and management of co-curricular and extra-curricular off-campus activities in all public and private schools.</p>	
<p><b>III. DEFINITION OF TERMS</b></p> <p>For clarity and consistency, the following frequently used terms and phrases in this document shall be construed as follows:</p>	

	<ol style="list-style-type: none"> <li>1. <b>Activity Head</b> - any authorized personnel primarily responsible for the learners during an off-campus activity</li> <li>2. <b>Chaperone</b> - a person assigned to accompany and supervise learners during off-campus activities</li> <li>3. <b>Educational Field Trip</b> - 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</li> <li>4. <b>Guardian</b> - refers to legal guardians, foster parents, and other persons, including relatives or even non-relatives, who have physical custody of the child</li> <li>5. <b>Off-Campus Activity</b> - 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             <ol style="list-style-type: none"> <li>a. <b>Off-Campus Co-curricular Activity</b> - 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</li> <li>b. <b>Off-Campus Extra-curricular Activity</b> - 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</li> </ol> </li> <li>6. <b>Roadworthiness</b> - 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</li> </ol>
	<p><b>IV. POLICY STATEMENT</b></p> <p>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.</p> <p><b>General Principles:</b> All co-curricular and extra-curricular activities will adhere to the following:</p> <ol style="list-style-type: none"> <li>1. ensure relevance and alignment with the educational competencies of the K to 12 Curriculum and leadership development of learners;</li> <li>2. uphold child protection principles and that no learner shall be disadvantaged in</li> </ol>



	<p>any form; and</p> <p>3. observe the safety and security protocols for all participants before, during and after the activity.</p> <p>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.</p>
	<p><b>V. CATEGORIES OF OFF-CAMPUS ACTIVITIES</b></p> <p><b>A. DepEd Mandated and Initiated Off-Campus Activities</b> 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.</p> <p><b>B. Externally Initiated Off-Campus Activities</b> 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.</p> <p><b>C. School Initiated Off-Campus Activities</b> <b>Public schools</b> 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 <b>supplemental activities only</b> and shall not in any way replace the learning delivery.</p> <p>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).</p>
	<p><b>VI. ROLES AND RESPONSIBILITIES</b></p> <p><b>A. Central Office</b> 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:</p> <p><b>1. Bureau of Learner Support Services</b></p> <ol style="list-style-type: none"> <li>Oversee the implementation of this policy</li> <li>Resolve emerging issues and challenges in the implementation and</li> </ol>

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**

**1. 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



	<p>concerned teachers to indicate that they are allowing their child/ren to join the off-campus activity</p> <ul style="list-style-type: none"> <li>c. Inform the concerned teachers of the learners' specific medical needs;</li> <li>d. Provide the required information stipulated in this policy prior to the conduct of the off-campus activity.</li> <li>e. Ensure that necessary arrangements for travel insurance are secured.</li> </ul> <p>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.</p>
	<p><b>VII. PREPARING FOR OFF-CAMPUS ACTIVITIES</b></p> <p><b>A. Planning</b></p> <p>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.</p> <p>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.</p> <p>For off-campus activities that shall be conducted for at least one day, an <b>Activity Proposal (Annex A)</b> shall be submitted to the approving authority /ies for review and approval.</p> <p>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.</p> <p><b>B. Safety and Security Measures</b></p> <p>The following safety and security measures shall be observed by all public and private schools when planning an off-campus activity:</p>

1. **Buddy System** - All learners participating in an off-campus activity should be assigned a buddy except when only one learner is travelling 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 (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

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/Guardia.TJ.s 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

<p>d. Emergency and evacuation procedures  e. Safety and security measures  f. Departure and arrival area</p> <p>The activity head shall ensure that all clarifications, concerns and issues are discussed and resolved during the pre-departure briefing.</p> <p>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.</p> <p>For activities that require multiple areas to be visited, a map with the predetermined visit points shall also be provided to the learners during the pre-departure.</p> <p>Those who fail to attend the pre-departure briefing shall not be allowed to join the activity.</p>	
<p><b>VIII. ACTIVITY PROPER</b></p> <p>To ensure the smooth conduct of off-campus activities, all public and private schools must observe the following required due diligence:</p> <p><b>A. School Rules</b>  School rules shall apply during off-campus activities.</p> <p><b>B. Vehicle Inspection</b>  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.</p> <p><b>C. Manifest</b>  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.</p> <p><b>D. Tracking</b>  Headcount shall be conducted before leaving the school and upon arrival at every off-campus venue.</p> <p>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.</p> <p>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.</p>	

#### **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 lectures 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**



<p>To get the full benefits of the off-campus activity, post activity processing must be conducted.</p> <p><b>A. Learners' Culminating Activity</b>  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.</p> <p>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</p> <p>The Activity Head shall in no case be allowed to conduct the off-campus culminating activity.</p> <p><b>B. Activity Evaluation</b>  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.</p> <p>Feedback from both learners and faculty members shall be consolidated by the teacher/ s involved, to be included in the Activity Report.</p> <p><b>C. Submission of Activity Report</b>  All concerned teachers shall prepare and submit an activity report (<b>Annex D</b>) 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.</p> <p>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.</p>	
<p><b>X. SPECIAL PROVISIONS</b></p> <p><b>A. Participation</b>  Participation, especially by learners, in co- and extra-curricular activities will be <b>voluntary</b>. No learner shall be required to participate in any off-campus activity</p> <p><b>B. Travel Insurance</b>  Securing travel insurance is mandatory for all off-campus activities. No one shall be</p>	

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**

<p><b>families. Teachers shall not charge their expenses to learners.</b></p>	
<p><b>XII. MONITORING AND EVALUATION</b></p> <p>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.</p>	
<p><b>XIII. VIOLATIONS AND SANCTIONS</b></p> <p>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.</p>	
<p><b>XIV. EFFECTIVITY /TRANSITORY PROVISIONS</b></p> <p>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.</p> <p>Other issuances inconsistent with this Order are hereby rescinded or repealed.</p> <p>Immediate dissemination and compliance with this Order is directed.</p>	



# Annexes of DepEd Order No. 66, s. 2017

## 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

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

<b>Chaperone's Information</b>	
Name	
Position/ Designation	
Contact Number	

<b>For Depled Initiated Activities</b>			
Name of Person in Charge	Position/ Designation	Name of Office/Unit	Contact Number
<b>For Non-Depled Initiated Activities</b>			
Name of Service Provider	Name of Person in Charge	Position/ Designation	Contact Number

<b>Logistical Requirements</b>	
Means of Transportation (please indicate vehicles to be used)	
Name of Service Provider (if applicable)	
Contact Details of Service Provider • Name: • Contact Number:	

## ANNEX B: MANIFEST

**All participants shall fill out this form completely before leaving the school premises and upon return. As necessary, this shall be completed in triplicate for School Administration, Faculty Member, and Vehicle Driver's copy.**

**Name of School:** \_\_\_\_\_

**Title of Activity:** \_\_\_\_\_

**Destination/Venue:** (indicate all)

**Vehicle Number:** \_\_\_\_\_ **No. of Learners:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

[illegible]



### **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:** \_\_\_\_\_

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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?

## Comments and Recommendations to the ANNEXES

[illegible]

**Definition of Co-Curricular and Extra-Curricular Activities per DepEd Order no. 22, s. 2023,  
titled *Implementing Guidelines for the School Calendar and Activities for School Year 2023-2024***

DO No. 22, s. 2023	Comments/Inputs/Recommendations
<p><b>Co-curricular Activities</b> refers to voluntary and non-graded in or off-campus activities organized by DepEd to reinforce curriculum delivery. They are considered extensions of formal learning experiences as they are anchored on curriculum content and standards and enrich the diverse intelligences and skills of the learners</p> <p><b>Extra-curricular Activities</b> refers to voluntary and non-graded off-campus activities initiated and coordinated by external stakeholders. They are conducted beyond class hours and complement curriculum delivery to help promote learners' holistic development.</p>	

**On Prohibition of Extra-Curricular Activities in DepEd Order No. 34, s. 2022, titled *School Calendar and Activities for the School Year 2022-2023***

DO No. 34, s. 2022	Comments/Inputs/Recommendations
<p><b>Section V. General Guidelines</b></p> <p>... <b>Curricular and Co-Curricular Activities</b> ...</p> <p>33. The number of school days in this DO shall solely be dedicated to academics and related co-curricular activities. The conduct of extra-curricular activities is strictly prohibited.</p>	





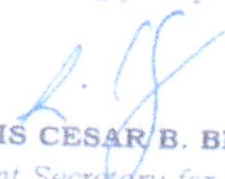
Republic of the Philippines  
**Department of Education**  
**OPERATIONS**

OASOPS No. 2024-019

**MEMORANDUM**

TO : **ALL REGIONAL DIRECTORS**

FROM :   
**Atty. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

  
**FRANCIS CESAR B. BRINGAS**  
*Assistant Secretary for Operations*

SUBJECT : **Review of DepEd Order No. 66, s. 2017 titled *Implementing Guidelines on the Conduct of Off-Campus Activities***

DATE : **January 31, 2024**

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This Office respectfully endorses the existing guidelines for the conduct of off-campus activities as stipulated in DepEd Order No. 66, s. 2017, for review and comments, which can be accessed through the link: [bit.ly/DO66Review](https://bit.ly/DO66Review).

The said inputs and comments **must be submitted on or before February 9, 2024, 5 PM, in MS Word format (.docx)** to the Office of the Assistant Secretary for Operations (OASOPS) through email at [asec.ops@deped.gov.ph](mailto:asec.ops@deped.gov.ph).

For queries, kindly email OASOPS or call Mr. Aster Joshua B. Mostrales at (02) 8636-6549.

For your compliance and appropriate action.



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

**DIVISION REQUIREMENT-CHECKLIST FOR OFF-CAMPUS ACTIVITIES  
PROPOSAL**

**SCHOOL:** \_\_\_\_\_  
**SCHOOL HEAD:** \_\_\_\_\_

**SUB-OFFICE:** \_\_\_\_\_  
**POSITION:** \_\_\_\_\_

This checklist is excerpted from DepEd Order No. 66, s. 2017 entitled "Implementing Guidelines in the Conduct of Off-Campus Activities", designed to monitor and evaluate the compliance of the school/s in the implementation of the order.

Direction: Tick the appropriate box that corresponds to your evaluation. (P-Present or In-Place and A-Absent or Not In-Place) Findings will be based simply on the presence or absence of the requirements as stated in each item and shall be the basis for a plan of action by the school and Division Office.

*Disclaimer/Data Privacy Notice*

Any information that will be given during the validation will be kept confidential and personal information will be treated in accordance with the Data Privacy Act of 2012.

ITEMS TO COMPLY	P	A
1. Endorsement Letter for Approval, PTA Resolution		
2. Copy of E-SIP Worksheet and AIP with reflected proposed OFF-Campus activities		
3. Date of proposal stamped by the record section, at least two weeks prior to the conduct of the activity with the following attachments if possible:  ➤ Certified True Copy of Accreditation Certificate by the Department of Tourism		
➤ Certified True Copy of Certification from the Land Transportation Franchising and Regulatory Board on the validity and scope of Franchise of the tour operator's vehicle if possible.		
➤ Copy of Registration of Vehicle		





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

➤ Copy of Professional Driver's License and updated Medical Record		
➤ Copy of Road-worthiness Certificate		
➤ Information and Cost of Travel Insurance		
➤ Actual Itinerary of the Educational Tour issued by the tour operator		
➤ Other expenses that may incur	N/A	
➤ Information on the places to visit (use prescribed activity information sheet in Annex A of DO 66, s. 2017) approved by the CID in-charged that would serve as recommendation that the activities are aligned with the curriculum and contribute to learners' development		
➤ Sample Worksheet to be accomplished during or after the activity.		
<b>REMARKS:</b>		

**Checked and Evaluated by:**

MARIO B. MARAMOT, PhD

OIC - SGOD Chief ES

\_\_\_\_\_  
**DATE**

DAVID M. NUAY

CID Chief ES

\_\_\_\_\_  
**DATE**

**Approved:**

**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent