



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

DepEd - Division of Batangas  
RECORDS SECTION

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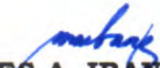

November 11, 2023

**DIVISION MEMORANDUM**  
No. 408, s. 2023

**REITERATION OD DEPED ORDER NO. 66, S. 2017 RE: IPLEMENTING  
GUIDELINES ON THE CONDUCT OF THE OFF-CAMPUS ACTIVITIES**

**To:** Assistant Schools Division Superintendents  
OIC Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
All Others Concerned

1. This office reiterates the implementation of DepEd Order No. 66, s. 2017 re: Implementing Guidelines on the Conduct of Off-Campus Activities.
2. To simplify and expedite the process of application, school heads may refer to the attached checklist.
3. School Heads are advised to submit Activity Report (Annex D) to Schools Governance and Operations Division (SGOD) two weeks after the conduct of activity.
4. Failure to submit Activity Report of the previous off-campus activity shall be a ground for disapproval of future application.
5. Immediate and wide dissemination of this memorandum is earnestly desired.

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





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**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:		
<ul style="list-style-type: none"> <li>➤ Certified True Copy of Accreditation Certificate by the Department of Tourism</li> </ul>		
<ul style="list-style-type: none"> <li>➤ 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.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Copy of Registration of Vehicle</li> </ul>		



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➤ 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		
➤ 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:**

\_\_\_\_\_

**SGOD**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**CID**

\_\_\_\_\_

**DATE**

**Approved:**

\_\_\_\_\_

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