



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

October 14, 2024

**DIVISION MEMORANDUM**

No. 0210 s. 2024

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

To : Assistant Schools Division Superintendent  
Chiefs of Curriculum Implementation Division (CID) and  
School Governance and Operations Division (SGOD)  
All Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public and Elementary and Secondary Schools  
All Concerned

1. Pursuant to Regional Memorandum no. 020, s. 2024 dated October 8, 2024, re: Reiteration of Existing Policies and Guidelines on the Conduct of Off-Campus Activities, this Office informs all concerned personnel to observe DepEd Order NO. 66, s. 2017 titled Implementing Guidelines on the Conduct of Off-Campus Activities.
2. All Public School District Supervisors are directed to establish monitoring mechanisms and ensure compliance of the schools with the aforementioned policy.
3. Immediate dissemination and compliance with this Memorandum is desired.

  
**JINKY B. FIRMAN PhD, CESO VI**  
OIC, Schools Division Superintendent

**RELEASED**

**OCT 15 2024**

RECORDS SECTION - DO PANABO CITY  
BY 

Enc. as stated  
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**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all





Records

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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

October 08, 2024

REGIONAL MEMORANDUM  
No. 020, s. 2024

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

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

1. Pursuant to DepEd Memorandum No. DM- OUOPS-2024-02-07962 dated 25 September 2024 from **Atty. Revsee A. Escobedo**, Undersecretary for Operations titled **Reiteration of Existing Policies and Guidelines on the Conduct of Off-Campus Activities**, it is to reiterate DepEd Order No. 66, s. 2017 titled Implementing Guidelines on the Conduct of Off-Campus Activities issued on December 27, 2017.
2. All schools division offices are directed to establish their respective monitoring mechanisms and ensure the continuing compliance of schools with the policies of the Department.
3. Immediate and wide dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION  
REGIONAL OFFICE  
**RELEASED**

Encl.: As stated

Reference:

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

ACTIVITIES  
OFF-CAMPUS ACTIVITIES

POLICIES  
GUIDELINES

YOUTH FORMATION  
STUDENTS

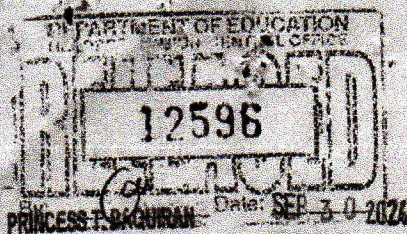
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Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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.

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OFFICE OF THE SECRETARY**

