



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

October 7, 2024

**DIVISION MEMORANDUM**  
NO. 612 s. 2024

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

To: OIC, Office of the Assistance Schools Division Superintendent  
Chief Education Program Supervisor, CID  
OIC, Office of the Chief Education Program Supervisor, SGOD  
Public Schools District Supervisors  
Heads of Public & Private Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 912, s. 2024 titled **Reiteration of Existing Policies and Guidelines on the Conduct of Off-Campus Activities** from **Atty. Revsee A. Escobedo, Undersecretary for Operations**, dated September 25, 2024, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

*may*  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent *9*

Encl.: As stated  
Reference: DM-OUOPS-2024-02-07962  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNERS                  POLICY                  SCHOOLS



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

OCT 03 2024

REGIONAL MEMORANDUM  
No. 912 s. 2024

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

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum No. DM-OUOPS-2024-02-07962 from **Atty. Revsee A. Escobedo, Undersecretary for Operations**, dated September 25, 2024, titled, **Reiteration of Existing Policies and Guidelines on the Conduct of Off-Campus Activities**, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

  
For **RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: DM-OUOPS-2024-02-07962  
To be indicated in the Perpetual Index  
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POLICY  
SCHOOLS

MBQ/RM-ESSD/ OFF-CAMPUS ACTIVITIES  
201/October 1, 2024



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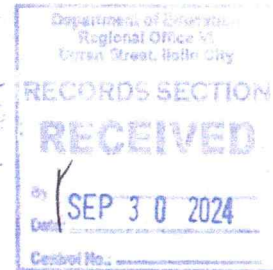


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Republic of the Philippines  
Department of Education

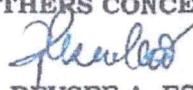
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

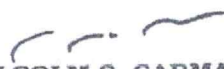


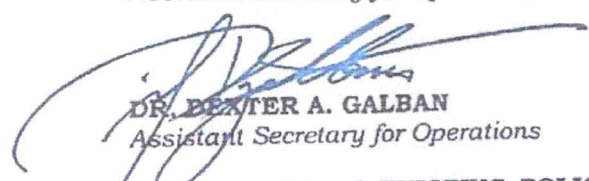
MEMORANDUM

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



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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



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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:*



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- 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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SECRET

1. The purpose of this document is to provide information regarding the activities of the [redacted] in the [redacted] area.

2. The information contained herein is classified as [redacted] and is to be controlled accordingly.

3. The following information is being provided for your information:

4. The [redacted] has been observed in the [redacted] area.

5. The [redacted] has been observed in the [redacted] area.

6. The [redacted] has been observed in the [redacted] area.

7. The [redacted] has been observed in the [redacted] area.

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11. The [redacted] has been observed in the [redacted] area.

12. The [redacted] has been observed in the [redacted] area.