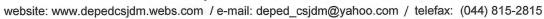


Republic of the Philippines DEPARTMENT OF EDUCATION Region III **DIVISION OF CITY SCHOOLS**

City of San Jose del Monte





December 10, 2012

DIVISION MEMORANDUM

227 s. 2012

ADDITIONAL GUIDELINES IN THE CONDUCT OF **EDUCATION TRIP TOUR**

Public School District Supervisors To: **Public Elementary/Secondary School Principals/OICs Private School Administrators/Heads**

- 1. In addition to DepEd Order No. 52 s. 2003 re: Policy on Educational Field Trips the following guidelines on being issued:
 - a. Only tour operators with permit from this Office are allowed to transact business with school officials;
 - b. Submit to this Office itinerary of activities including the time allotment as well as the actual expenses to be incurred;
 - c. Trips to amusement parks and malls are strictly prohibited.
- 2. Widest dissemination of this memorandum is desired.

DR. AMANCIO SI VILLAMEJOR, JR., CESO IV

Schools Division Superintendent 4