



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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December 10, 2012

DIVISION MEMORANDUM

No. 227 s. 2012

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

To: **Public School District Supervisors**
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 S. VILLAMEJOR, JR., CESO IV
Schools Division Superintendent 