

Republic of the Philippines DEPARTMENT OF EDUCATION Region III

DIVISION OF CITY SCHOOLS City of San Jose del Monte

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26 January 2018

DIVISION MEMORANDUM No. 18, s. 2018

_, s. 2018

To: Assistant Schools Division Superintendent Division Chief Public Schools District Supervisor

Public Elementary and Secondary School Heads

All Others Concerned

CHECKLIST OF REQUIREMENTS IN THE IMPLEMENTATION OF DEPED ORDER NO. 66, s. 2017

 Relative to the implementation of DepEd Order No. 66, s. 2017 entitled "Implementing Guidelines on the Conduct of Off-Campus Activities," all concerned are hereby directed to comply with the checklist of requirements, attached hereto as Enclosure No. 1, for submission of those who intend to submit proposals for approval by this Office.

Approval will be issued in two (2) stages, namely,

CONDITIONAL APPROVAL - Upon submission of complete and correct documents not later than ONE (1) MONTH before the scheduled activity; and,

FINAL APPROVAL - Upon submission of complete and correct documents not later than FIVE (5) DAYS before the activity.

3. All photocopied documents must be "Certified true and correct as verified against the original" by school heads.

After the off-campus activity, all participants shall fill up an Evaluation Sheet as devised by the Activity Proponent based on DepEd Order No. 66, s. 2017 and a Post-Activity Report (Annex D) shall be submitted by the school head to this Office.

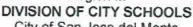
All other provisions of DepEd Order No. 66, s. 2017 shall be strictly followed. Emphasis is hereby directed to the off-campus activity being voluntary with no grade equivalent; under no circumstances shall it place undue financial burden on the learners and their families; and all non-participating learners shall not be required any special projects and/or any examination or any form of school requirements.

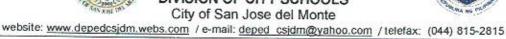
For wide dissemination and strict compliance.

GERMÉLINA H.PASCUAL, CESO V Schools Division Superintendent



Republic of the Philippines DEPARTMENT OF EDUCATION Region III





Enclosure to Division Memorandum No. 18, s. 2018.

CHECKLIST OF REQUIREMENTS FOR OFF-CAMPUS ACTIVITIES

For CONDITIONAL APPROVAL: Due not later than ONE (1) month before the activity:

- Activity proposal (Annex A)
- Indorsement by school head
- Annual Improvement Plan includes off-campus activities
- 4. Proof of parent/guardian conference (including attendance, agenda, minutes of the conference)
- 5. Memorandum of Agreement between Service Provider and school head specifying itinerary and activities per location and responsibilities and liabilities of the parties especially to the learners who will participate in the off-campus activity
- 6. From the tour operator:
 - Certified True Copy of Accreditation Certificate by the Department of Tourism (verified against original by school head)
 - Certified True Copy of Certification from the LTFRB on the validity and scope of franchise of the tour operator's vehicle/s, if applicable (verified against original by school head)

For FINAL APPROVAL: Due not later than FIVE (5) days before the activity:

- Manifest (Annex B)
- Parents'/Guardian's consent form (Annex C)
- Proof of Pre-departure briefing (including among others, attendance sheet, agenda, minutes of the briefing signed by the School Governing Council (SGC) and certified by the School Head - with activities that the learners will participate in, expenses that may be incurred, information on the places to visit, emergency and evacuation procedures, safety and security measures, departure and arrival area)
- Copy of travel insurance
- Copy of organized buddy system
- Photo of medical kit and description of how to access it when necessary
- List of learners with specific medical needs/condition
- 8 List of learners per chaperon
- All Learner safety and emergency cards to be presented
- 10. Copy of downloaded weather condition at the time of the trip
- List of specific vehicles and corresponding plate numbers to be used, assigned drivers
- 12. Copy of Registration of vehicles
- 13. Copy of Insurance coverage of vehicles
- Copy of Professional Drivers' License
- 15. Copy of Roadworthiness Certificate
- 16. Copy of latest health examination of drivers within a year of the scheduled activity
- 17. Report of school head on the result of inspection of the identified vehicles in his/her presence

For SUCCEEDING OFF-CAMPUS ACTIVITY APPROVAL: Due not later than FIVE (5) days after the activity:

- 1. Participants' Evaluation Sheet
- Post-activity Report (Annex D)