



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

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

1. 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.
2. Approval will be issued in two (2) stages, namely,
 - a. **CONDITIONAL APPROVAL** – Upon submission of complete and correct documents not later than ONE (1) MONTH before the scheduled activity; and,
 - b. **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.
4. 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.
5. 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.**
6. For wide dissemination and strict compliance.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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:

1. Activity proposal (Annex A)
2. Indorsement by school head
3. 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:
 - a. Certified True Copy of Accreditation Certificate by the Department of Tourism (verified against original by school head)
 - b. 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:

1. Manifest (Annex B)
2. Parents'/Guardian's consent form (Annex C)
3. 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)
4. Copy of travel insurance
5. Copy of organized buddy system
6. Photo of medical kit and description of how to access it when necessary
7. List of learners with specific medical needs/condition
8. List of learners per chaperon
9. All Learner safety and emergency cards to be presented
10. Copy of downloaded weather condition at the time of the trip
11. 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
14. 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
2. Post-activity Report (Annex D)