Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Cental Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023

September 25, 2018

DIVISION MEMORANDUM
No. 1 5 0 , s. 2018

To: Assistant Schools Division Superintendent
        Division Chiefs
        Public Schools District Supervisors
        Public Elementary and Secondary School Heads
        All Others Concerned

CORRIGENDUM TO DIVISION MEMORANDUM NO. 18, S. 2018
(CHECKLIST OF REQUIREMENTS IN THE IMPLEMENTATION OF DEPED ORDER NO. 66, s. 2017)

1. Pursuant to the accreditation of service providers effective SY 2018-2019, the Checklist of Requirements for approval of off-campus activities is hereby revised as follows:

    a. Activity Proposal (Annex A)
    b. Copy of Annual Improvement Plan that includes off-campus activities
    c. Proof of Parent/Guardian Conference including attendance and minutes of the conference indicating the cost of the activity and the agreement of parents to it
    d. 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
    e. Copy of Accreditation Certificate of Service Provider
    f. Manifest (Annex B)
    g. A properly accomplished Parent's/Guardian's Consent Form (Annex C) indicating parents' out-of-pocket cost of the off-campus activity in the last sentence of paragraph 2.
    h. Proof of Pre-Departure Briefing
    i. Copy of Travel Insurance
    j. List of Learners per chaperone – indicating the organized buddy system and specific medical needs/conditions of learners, if any
    k. Copy of downloaded weather condition at the time of the trip

2. There will be no more conditional approval but all documents are due ten (10) calendar days before the date of the activity.

3. All other provisions stated in Division Memo No. 18, s. 2018 remain.

4. For wide dissemination and strict compliance.

GERMELINA H.PASCUAL, CESO V
Schools Division Superintendent