



Republic of the Philippines
Department of Education
REGION III
Schools Division of Bulacan

January 6, 2023

DIVISION MEMORANDUM

No. 010 s. 2023

REITERATION ON DEPED ORDER NO. 66, s. 2017 ON THE IMPLEMENTING GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES

To: Assistant Schools Division Superintendent

Division Chiefs

Education Program Supervisors

Public Schools District Supervisors

Public and Private Elementary and Secondary School Heads

All Others Concerned

1. This Office reiterates the implementing guidelines on the conduct of off-campus activities as stipulated in DepEd Order No. 66, s. 2017. This is in support to the K to 12 Curriculum implementation where all co-curricular and extra-curricular activities adhere to the following:
 - a. Ensure relevance and alignment with the educational competencies of the K to 12 Curriculum and leadership development of learners;
 - b. Uphold child protection principles and that no learner shall be disadvantaged in any form; and
 - c. Observe the safety and security protocols for all participants before, during and after the activity.
2. It is also reiterated that per Regional Memorandum No. 621, s. 2022 titled Co-Curricular Activities that are Allowable to be conducted starting School Year 2022 – 2023, schools shall strictly devote 10 weeks of every academic quarter to actual classroom teaching. The eleventh week of each quarter may be used for the conduct of co-curricular activities. Also, the said off-campus activity must be found at the Annual Implementation Plan (AIP) subject for the approval of the schools division superintendent.
3. Attached is the checklist for the conduct of off-campus activity specifically the conduct of Educational Field Trips/Tours.
4. It is desired that this Memorandum be given widest dissemination and cooperation of all concerned is enjoined.


ROWENA T. QUIAMBAO, CESE

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent



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Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Name of School: _____
Name of School Head: _____
Proposed Date and Place: _____

Checklist for the Conduct of Off-Campus Activities per DO No. 66, s. 2017	
BEFORE THE ACTIVITY	
	1. ANNEX A: Off-Campus Activity Proposal (must be reviewed and endorsed by the school head)
	2. Certified True Copy of Accreditation Certificate by the Department of Tourism (DOT)
	3. Certified True Copy of Certification from the Land Transportation, Franchising and Regulatory Board (LTFRB) on the validity and scope of franchise of the tour operator's vehicle/s, if applicable
	4. Copy of Registration of Vehicles (vehicles should not more than 10 years old)
	5. Copy of Professional Driver's License and Updated Medical Record
	6. Copy of Roadworthiness Certificate
	7. Information and Cost of Travel Insurance
	8. Indicative Program (including the itinerary of activities)
	9. Other expenses that may be incurred
	10. Information on the place/s to visit
	11. Certificate from the activity head that parent's consent form (ANNEX C) has been submitted
	12. Agreement jointly signed by the procuring entity and service provider (specifying the responsibilities and liabilities of both parties)
	13. Copy of the signed AIP indicating the conduct of the activity
AFTER THE ACTIVITY (to be submitted at the office of the SGOD, attention SMME)	
	ANNEX B: Manifest
	ANNEX D: Activity Report

Findings:

Recommendations:

Evaluated by:

GREGORIO C. QUINTO, JR. EdD.
Chief ES, CID

CECILIA S. CUSTODIO, PhD.
Chief ES, SGOD

Approved by:

ROWENA T. QUIAMBAO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
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