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

November 12, 2026

DIVISION MEMORANDUM
No. 579, s. 2026

REITERATION OF DIRECTIVES ON SCHOOL FIELD TRIPS AND OTHER RELATIVE OFF-CAMPUS ACTIVITIES INVOLVING LEARNERS IN BOTH PUBLIC AND PRIVATE SCHOOLS IN THE SCHOOLS DIVISION OF BULACAN

To: Assistant Schools Superintendent;
CID and SGOD Chiefs;
Public School District Supervisors;
Education Program Supervisors;
Public and Private Elementary and Secondary School Heads;
Bulacan Private Schools Association Officers and Administrators;
All Others Concerned.

1. In support of the Department of Education's ongoing commitment to uphold the safety and welfare of learners, this memorandum serves to remind all public and private schools within the jurisdiction of this Schools Division Office (SDO) to observe strict compliance with existing policies governing field trips and similar off-campus activities as stipulated in the Division Memorandum No. 429, s. 2025. This reiteration is anchored on DepEd Order No. 66 s. 2017, DepEd Order No. 36 s. 2016, and DepEd Order No. 51 s. 2014.

2. All proposed off-campus activities must adhere to established protocols on risk assessment, safety planning, parental consent, LGU coordination, monitoring, and cancellation. Specifically, schools shall ensure that:
   a. Participation is strictly voluntary and is not a subject or grading requirement;
   b. The No Collection Policy is observed, wherein no teacher shall be involved in collection of fees; and
   c. Activity costs are kept reasonable so as not to cause undue financial burden to parents.

3. Public Elementary and Secondary Schools are mandated to ensure strict compliance with documentary requirements for submission and approval from the Office of the Schools Division Superintendent

through the Schools Governance and Operations Division. No school shall proceed to implement their off-campus activities without an official approval from the Office of Schools Division Superintendent.

4. Pursuant to DepEd Order No. 66, s. 2017, school field trips and educational tours shall be conducted only in destinations that are relevant and aligned with the educational competencies of the K to 12 Curriculum. Consequently, recreational parks, leisure/theme parks, arcades, and similar entertainment-oriented venues that do not provide direct curricular and educational value shall not be included and prohibited as destinations for school field trips.

5. These issuances and guidelines emphasize the importance of safety protocols, comprehensive risk assessments, and informed consent from parents or guardians before engaging in any out-of-school or off-campus activity.

Key Points for Compliance:

a. Risk Assessment and Safety Planning:
School heads must conduct a thorough risk assessment of the proposed field trip or excursion, including transportation arrangements, destination safety, and emergency protocols.

b. Approval Process in the school level:
All field trips and excursions must be approved by the school head with a detailed itinerary, list of accompanying staff, and a risk management plan. Activities must not interfere with academic performance.

c. Parental Consent:
Written consent from parents or guardians is mandatory. Learners without signed consent forms must not participate.

d. Coordination with Local Authorities:
Schools must coordinate with LGUs and relevant authorities (e.g., police, health units) for security and medical services, especially in remote areas.

e. No-Pressure Policy:
Participation must be voluntary. Alternative activities should be available for non-participants.

Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: https://bulacandeped.com.ph
Email: bulacan@deped.gov.ph

f. Monitoring and Accountability:
School heads and assigned staff must monitor the activity and be accountable for learner safety.

g. Cancellation of Activities:
Prioritizing learner safety, School Heads may cancel or postpone trips due to adverse weather, political instability, extreme heat (such as El Niño), or other safety concerns—especially when the destination's LGU suspends activities.

6. The safety and well-being of learners shall remain the top priority. Field trips and other off-campus activities must comply with DepEd policies and the K–12 Curriculum Implementation. Activities shall be conducted only on weekends and/or during the term-end blocks of the first and second terms. No off-campus activities shall be allowed during the third term or its succeeding term-end block. All applications are subject to the approval of this Office.

7. Public Elementary and Secondary Schools are mandated to ensure strict compliance with and documentary requirements for submission to the Office of the Schools Division Superintendent through the Office of the Schools Governance and Operations Division for checking and assurance of the completeness of required documents for recommendation of the approval of the said activity, as attached in the Enclosure 1: Checklist for the Conduct of Off-Campus Activities.

8. Immediate dissemination and compliance are desired.

CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

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

Checklist for the Conduct of Off-Campus Activities in compliance with:

- DepEd Order No. 66, s. 2017 – Guidelines on the Conduct of Field Trips and Other School Activities Involving Learners.
- DepEd Order No. 36, s. 2016 – Revised Guidelines on the Implementation of Off-Campus Activities for Learners; and
- DepEd Order No. 51, s. 2014 – Policy and Guidelines on the Conduct of School Activities Involving Students

	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 the 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
	14. Certification from the school head that no teachers were engaged/involved/assigned in the collection of fees for the educational tour

	15. Activity/Reflection Worksheet for participants for the destination/historical sites visited
	16. Joint justification on the site/destination/historical landmarks to be visited.
	Additional Requirements (if applicable)
	17. Certification from the School Head of No Off-Campus Activity (Educational Tour) conducted last School Year if No Off-Campus Activity was conducted.
	18. Duly signed Activity Completion Report (ACR) of the previous Off-Campus Activity (Educational Tour) conducted last School Year
AFTER THE ACTIVITY (to be submitted at the office of the SGOD, attention SMME)	
	ANNEX B: Manifest
	ANNEX D: Activity Completion Report (ACR)

Received for checking:

JAY-ARR C. TAYAO, DBA, EdD — Education Program Supervisor-SGOD

PSDS/PSDS In charge for Secondary — Public School District Supervisor

Findings:

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Evaluated by:

RAINELDA M. BLANCO, PhD
Chief ES, SGOD

CECILIA S. CUSTODIO, PhD
Chief ES, CID

Recommendations:

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Recommending Approval:

JAIME T. TUGADE, PhD, CESE, RGC
Asst. Schools Division Superintendent