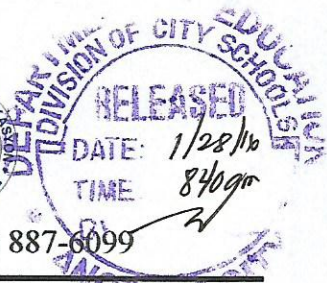




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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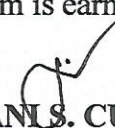

January 27, 2016

Division Memorandum
No. *017* s. 2016

**IMPLEMENTING STRICT GUIDELINES ON THE CONDUCT OF FIELD TRIPS AS
AN EDUCATIONAL OUT-OF-CLASSROOM ACTIVITIES**

To: Heads Public/Private Schools

1. Enclosed is Regional Memorandum No. 04, S. 2016, dated January 4, 2016, titled "Implementing Strict Guidelines on the Conduct of Field Trips as an Educational Out-of-Classroom Activities" and the Checklist for the Educational Field Trips for the information, guidance, and strict compliance of all concerned.
2. Wide dissemination and compliance to this Memorandum is earnestly desired.


LEILANI S. CUNANAN, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent


/SGOD-SMM&E

January 4, 2016

REGIONAL MEMORANDUM
No. 03 s. 2016

To Assistant Regional Director
Schools Division Superintendents
Regional Division Chiefs

GUIDELINES IN ENSURING TEACHERS' FULL ENGAGEMENT TO QUALITY INSTRUCTION


1. The implementation of the K to 12 Curriculum requires the delivery of quality instruction which is greatly dependent on the full engagement of teachers to the learning tasks of the pupils/students.

2. Pursuant to Section 1 of RA 1880 and Rule XVII, Section 5 of Book V of Executive Order 292 and Its Omnibus Rules, as amended, teachers are enjoined to spend their full eight (8) hours of work a day for five days a week or a total of forty (40) hours a week. In addition, Section 13 of RA 4670 and DepEd Memorandum No. 291, s. 2008, rearticulated that six (6) hours daily must be rendered for classroom instruction and the remaining two (2) hours for the completion of their other teaching-related duties (e.g. completing reports, preparation of instructional materials, academic counseling with pupils/students and parents, enrichment and remedial activities).

3. Teachers must consistently exhibit and sustain their caring behaviors to support the different facets of development of the pupils/students. The enlivening of the Child-Friendly School is strongly encouraged.

4. Concerned officials must avoid, as much as possible, calling for teachers who will be disrupted from their full instructional engagement with their pupils/students. Likewise, teachers who are making personal follow-ups on personal concerns during their official time is strongly discouraged.

5. Wide dissemination and strict adherence to this Memorandum is directed.

MALCOLM S. GARMA, CESO V
Director III 
Officer-In-Charge
Office of the Regional Director

References: R.A. 1880

Book V of Executive Order 292 and Its Omnibus Rules, As Amended

R.A. 4670

DepEd Memorandum No. 291, s. 2008, DepEd Order No. 16, s. 2009

To be indicated in the PERPETUAL INDEX
under the following subjects:

CURRICULUM AND INSTRUCTION
TIME ON TASK

WORKING HOURS
CHILD-FRIENDLY SCHOOL

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III

Name of School: _____

Name of School Head: _____

Proposed Date of Educational Field Trip: _____

CHECKLIST FOR EDUCATIONAL FIELD TRIPS	
MANDATORY REQUIREMENTS	
BEFORE THE FIELD TRIP	
	1. Itinerary of travel <i>(Places to visit are educational places; No trips to malls and noon-time TV shows; No trips to theme parks; water activities, and activities exposing learners to hazards and risks)</i>
	2. List of safety measures
	3. PTCA Resolution approving the field trip
	4. Written consent from parents or student's guardian
	5. Breakdown of field trip expenses charged per student <i>(Student should only be charged for actual costs for transportation, entrance fees and related expenses)</i>
	6. DOT Permit of the travel agency
	7. DOTC Permit for the contracted transportation service provider
	8. Agreement with the contracted transportation service provider that the driver shall not take any alcoholic drinks during the duration of the field trip
	9. Letter to the local government or barangay units (destination/s)
	10. Bus seat plan <i>(compliance with the maximum passenger capacity, prohibition of riding on the roof of motor vehicles or on the boarding platform, "sabit")</i>
	11. List of teachers and students who will join the tour; 1 teacher:10 student ratio
DURING THE FIELD TRIP	
	<ul style="list-style-type: none"> • Attendance of school officials <ul style="list-style-type: none"> ○ PSDS ○ School principal ○ Teachers <i>(Presence and guidance of school official – administrators, school principals, and teachers from assembly time up to the time students leave for their respective homes)</i>
	<ul style="list-style-type: none"> • Attendance of students
	<ul style="list-style-type: none"> • School activity for students who could not join in the field trip with the corresponding teacher-in-charge
AFTER THE FIELD TRIP	
	Narrative report on the relevant activities undertaken during the field trip
OPTIONAL REQUIREMENTS	
	1. Sponsors such as LGUs, civic organizations, and PTCAs
	2. Accident insurance coverage for the schoolchildren
Certificate of Compliance of School Heads	

Reviewed by the Committee on Educational Field Trips: