



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 15, 2024

REGIONAL MEMORANDUM
No. **1444** s. 2024

**REITERATION OF DEPED ORDERS PROVIDING GUIDELINES ON THE
CONDUCT OF FIELD TRIPS AND OTHER OFF-CAMPUS
ACTIVITIES INVOLVING LEARNERS**

To: Schools Division Superintendents
All Others Concerned

1. In line with the Department of Education's commitment to ensuring the safety and well-being of learners, this memorandum serves as a reminder to all Schools Division Superintendents (SDSs) to advise and enjoin school heads under their jurisdiction to exercise due diligence and caution in the planning, approval, and implementation of field trips and excursions. This is in reference to the following DepEd Orders that provide guidelines on the conduct of out-of-school and off-school activities:

- **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*
- **DepEd Order No. 51, s. 2014** - *Policy and Guidelines on the Conduct of School Activities Involving Students*

2. These 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.

3. **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. This should include reviewing the transportation arrangements, the safety of the destination, and ensuring that proper emergency protocols are in place. It is imperative that potential hazards are anticipated and mitigated.

b. **Approval Process:**

All field trips and excursions must be approved by the school head before any final arrangements are made. The approval should include a detailed itinerary, a list of accompanying teachers or staff, and a risk management plan. Additionally, the school head should ensure that these activities do not



interfere with the learners' academic performance and that adequate supervision is provided throughout.

c. Parental Consent:

Written consent from the parents or guardians of learners is mandatory. This should outline the details of the trip, the risks involved, and the precautions taken to ensure the safety of the participants. Learners who do not have a signed consent form should not be allowed to participate in the activity.

d. Coordination with Local Authorities:

Schools must coordinate with local government units (LGUs) and relevant authorities, such as the local police and health units, to ensure that proper security and medical services are available, especially for field trips that take place in remote or unfamiliar areas.

e. No-Pressure Policy:

Learners should never feel coerced or pressured into joining field trips or excursions. Participation should always be voluntary, and alternative activities should be made available for those who opt not to participate.

f. Monitoring and Accountability:

The school head, along with the assigned teachers, should continuously monitor the progress of the field trip or excursion. All staff and chaperones involved in the activity should be accountable for the safety and welfare of the learners under their care.


g. Cancellation of Activities:

In light of unforeseen circumstances, such as adverse weather conditions, political instability, or other safety concerns, school heads have the authority to cancel or postpone any field trip or excursion to ensure the protection of learners.

4. The safety and well-being of our learners must always be a top priority. While field trips and excursions are valuable educational experiences, it is critical that these activities are conducted with utmost care, responsibility, and foresight. By strictly adhering to the DepEd guidelines and exercising due diligence, we can ensure that our learners benefit from these activities without compromising their safety.

5. We kindly request the Schools Division Superintendents to disseminate this memorandum to all school heads in their divisions and ensure strict compliance. Should you require any further clarifications or assistance, please feel free to contact Eden A. Dadap, Regional Focal Person at 0912-6063544.

6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subject:

GUIDELINES ON OFF-CAMPUS ACTIVITIES

ESSD-SPPS-EAD

