



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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RELEASED

SEP 05 2018
By 
Don E. Angeles City

DIVISION ADVISORY

No. *27*, s. 2018

To: Public and Private Pre-Elementary, Elementary, Junior and Senior High Schools

From: Schools Division Superintendent

Subject: **Proposed Educational Trip of Five Brothers and Tours**

Date: September 5, 2018

Please be informed of the attached Advisory No. 354 s. 2018, dated August 31, 2018, entitled "**Proposed Educational Trip of Five Brothers and Tours**", for your reference and information.


LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

46217



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ADVISORY

No. 354 s. 2018


TO : **Schools Division Superintendents**

FROM : **THE REGIONAL DIRECTOR**

SUBJECT: **PROPOSED EDUCATIONAL TRIP OF FIVE BROTHERS AND TOURS**

DATE: August 31, 2018

1. Attached is the letter of Five Brothers Travel and Tours proposing an Educational Trip for students, together with its pertinent documents for evaluation to ensure that the requirements prescribed relative to this activity are in accordance with the existing DepEd policies and guidelines.
2. This Office, however, reiterates that the conduct of educational tours and field trips must be in consonance with the provisions of the attached Regional Memorandum No. 4, s. 2016. Furthermore, it is reminded that all requests for field trips are subject for evaluation and approval.
3. Wide dissemination of and strict compliance with this Memorandum is directed.


BEATRIZ G. TORNÓ, Ph.D., CESO IV
Regional Director

HRDD1



January 4, 2016

REGIONAL MEMORANDUM
No. 04, s. 2016

To : Assistant Regional Director
Schools Division Superintendents
Regional Division Chiefs

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

1. The conduct of a field trip must be treated as a school-based activity, thus, the school head must appear as the main proponent. Understandably, the policies articulated in DepEd Order No. 56, s. 2001 and DepEd Order No. 50, s. 2003 are fully complied by the proponent.
2. In addition to the required compliance in Item No. 1, prior to the conduct of the field trip outside Region III, a project proposal must be prepared and must be forwarded to the Schools Division Superintendent by the school head. The Curriculum and Implementation Division will evaluate the rationale, objectives, and places to be visited to ensure its educational value in the light of the standards of the different learning areas in the K to 12 Curriculum. On the other hand, the School Governance and Operations Division, will evaluate the full conformance of the following to be attached to the project proposal:
 - a. security and safety plan including the people in-charge and accountable for the full security and safety of the pupils/students,
 - b. abstract of the field trip with the attachment of the shopping conducted to prospective providers, and
 - c. detailed breakdown of the actual cost without any additional cost to be shouldered by the pupils/students (e.g. raise fund for school projects, incentives).
3. Schools Division Superintendents must ensure the completion of all the mentioned requirements in Item No. 2 before the official endorsement of the request to the Regional Office 15 days before the actual date of the field trip.
4. All requests for field trips are subject for evaluation and approval.
5. Strict compliance to this Memorandum is directed.

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

PPRD1/pprd07

Reference: Regional Memorandum No. 167, s. 2015

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