



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
SCHOOLS DIVISION OF NUEVA ECUA



Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

October 6, 2015

DIVISION MEMORANDUM

No. 143, s. 2015

REQUIREMENTS FOR EDUCATIONAL FIELD TRIPS

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS
SECONDARY AND ELEMENTARY SCHOOL PRINCIPALS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION
ALL OTHERS CONCERNED

1. In compliance with DepEd Order No. 52, s. 2003, DepEd Order No. 51, s. 2002, DepEd Order No. 56, s. 2001, DECS Order No. 56, s. 2001, and Regional Memorandum No. 158, s. 2014, the attached requirements in enclosure no. 1 (*Requirement Checklist for Educational Field Trips*) should be submitted together with your application for educational field trip.
2. These requirements together with your application shall be routed to the School Governance and Operations Division (SGOD) for review and evaluation.
3. Application letter including the required attachments should be received by the SGOD fifteen (15) days before the target date of educational field trip.
4. After thorough evaluation, the SGOD will forward your application to the Schools Division Superintendent for approval.
5. Immediate dissemination of this memorandum is earnestly desired.


EDNA SANTOS-ZERRUDO Ed. D., CESO V
Schools Division Superintendent



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ENCLOSURE NO. 1

REQUIREMENT CHECKLIST FOR EDUCATIONAL FIELD TRIPS <i>Pursuant to DepEd Order No. 52, s. 2003, DepEd Order No. 51, s. 2002, DECS Order No. 56, s. 2001, DepEd Order No. 56, s. 2001, Regional Memorandum No. 158, s. 2014</i>	
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>(Students 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 students 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 officials - 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 • School activity for students who could not join 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