



St. Clare College

Memorandum Order No. 04 Series of 2023

Date: 2 May 2023

To: **Dean/Directors
Chairpersons
Principals
Coordinators
Teachers/Instructors/Professors
Office of the Academic Affairs
Office of the Student Affairs and Services
Accounting Office**

Subject: **Policies and Guidelines on the Conduct of Off-Campus Activities**

Greetings in the name of St. Clare of Assisi!

As a matter of policy, the Institution recognizes the value of Off-Campus Activities towards the holistic development of the learners/students. These activities aim to supplement and facilitate a more meaningful learning experience for learners/students in addition to their regular classroom setting as mandated by their respective curricula. To ensure that these off-campus activities attain their intended purpose as well as the safety of the participating learners/students, the Institution deems it necessary to update and improve its policies and guidelines therefor.

In adopting these policies and guidelines on the conduct of off-campus activities, the Institution adheres to the pertinent provisions of the Department of Education (DepEd) Order No. 66, s. 2017, otherwise known as "Implementing Guidelines on the Conduct of Off-Campus Activities", and the Commission on Higher Education (CHED) Memorandum Order No. 63, s. 2017, otherwise known as "Policies and Guidelines on Local Off-Campus Activities", as amended by CMO No. 09, s. 2022, and CMO No. 1, s. 2023.

Now, therefore, for and in consideration of the above premises, the following policies and guidelines are hereby adopted for guidance of all stakeholders:

I. Definition of Terms

- a. "Off-Campus Activities" refer to activities which include all authorized co-/curricular and non/extra-curricular activities relevant to learning which are conducted outside the premises of the Institution.



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- b. "Off-Campus Co-curricular Activities (K-12)" refer authorized, voluntary, non-graded off-campus learner engagements anchored within the bounds of the standard curriculum and educational competencies organized and coordinated by authorized learner or civic organizations.
- c. "Off-Campus Extra-curricular Activities (K-12)" refer to voluntary, non-graded off-campus learner engagements not anchored on the standard curriculum and educational competencies either offered/coordinated by the school, authorized learner or civic organizations that aim to promote the holistic development of learners.
- d. "Off-Campus Curricular Activities (Tertiary)" refer to:
 - (a) Educational tours/field trips such as:
 - a. visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students, culture and arts related activities such as visits to museums;
 - b. cultural sites, landmarks and other related venues;
 - c. Plant industry visit, host training establishment visit, and other related visits.
 - (b) Participation and/or attendance in degree program-relevant events; and
 - (c) Field Study/Experiential Learning/Related Learning Experience.
- e. "Off Campus Non-Curricular Activities (Tertiary)" refer to:
 - (a) Mission-based activities (e.g., retreat, recollection, etc.);
 - (b) Conventions, seminars, conferences, symposiums, trainings and teambuilding;
 - (c) Volunteer work including peer helper programs, relief operations, community outreach and immersion;
 - (d) Advocacy projects and campaigns;
 - (e) Participation in sports activities;
 - (f) Activities initiated by recognized various student groups;
 - (g) Interschool competitions/tournaments; or
 - (h) Culture and arts performances and competition.

II. General Principles

All Off-Campus Activities shall adhere to the following:

- a. Ensure relevance and alignment with the educational competencies of the K to 12 Curriculum and leadership development of learners (for K-12) and relevant curriculum of the degree/program (for tertiary);
- b. No learner/student shall be disadvantaged in any form:
 - Participation in off-campus activities shall be voluntary. No learner/student shall be required to participate in any off-campus activity;



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- All co-curricular and extra-curricular activities shall have no grade equivalent. In the same way, all non-participating learners/students shall not be required with any special projects and/or examination or any form of school requirements; and
- c. Observe the safety and security protocols for all participants before, during and after the activity.

III. Policy Guidelines to ensure that learners/students can learn and have a safe experience during an off-campus activity.

1. Risk Assessment: Before embarking on an off-campus activity, conduct a risk assessment to identify potential hazards and ensure that appropriate safety measures are in place. This includes assessing the safety of transportation, accommodations, and activities.
2. Emergency Planning: Develop a comprehensive emergency plan that includes procedures for responding to medical emergencies, natural disasters, and other unexpected events. Ensure that all teaching and non-teaching personnel involved and students are familiar with the emergency plan and that emergency contact information is readily available.
3. Supervision: Ensure that there is adequate supervision of students during the off-campus activity. This includes maintaining appropriate staff-to-student ratios, ensuring that all staff are trained in safety procedures, and establishing clear lines of communication between staff and learners/students.
4. Health and Safety: Ensure that learners/students are provided with appropriate health and safety resources, such as first aid kits, medications, and emergency contact information. Ensure that accommodations and transportation are safe and meet appropriate health and safety standards.
5. Educational Goals: Ensure that the off-campus activity has clear educational goals and is aligned with the school's curriculum. Provide learners/students with clear learning objectives and opportunities for reflection and debriefing to reinforce their learning.
6. Communication: Ensure that parents and guardians are informed about the off-campus activity and that they have access to relevant information, such as the itinerary, emergency contact information, and safety procedures. Provide regular updates to parents during the tour to keep them informed of any changes or developments.



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Overall, the Dean, Principals, Department heads, and Coordinators are reminded that the key to a safe and successful educational tour is careful planning and preparation, clear communication, and a commitment to ensuring that learners/students have a positive and educational experience. By the Institution's policy guidelines, you can help ensure that learners/students can learn and have a safe and enjoyable experience during an off-campus activity.

IV. Role of Teachers

Teachers play an important role in ensuring the safety and educational value of the Off-Campus Activities

1. **Site Evaluation:** Assigned teachers should visit the site of the off-campus activity beforehand to evaluate its safety and educational value. This includes assessing the physical environment, the availability of resources, and the suitability of the site for the educational goals of the activity.
2. **Planning:** Based on the site evaluation, assigned teachers should work with the tour organizers to plan the logistics of the tour, such as transportation, accommodations, and activities. This includes ensuring that appropriate safety measures are in place and that the tour is aligned with the relevant curriculum of the program.
3. **Preparation:** Assigned teachers should prepare learners/students for the off-campus activity by providing them with background information on the site, the goals of the tour, and the safety procedures to be followed. This includes reviewing the itinerary, providing learners/students with safety guidelines, and addressing any questions or concerns that learners/students may have.
4. **Supervision:** During the off-campus activity, teachers should provide adequate supervision of learners/students to ensure their safety and educational experience. This includes maintaining appropriate staff-to-student ratios, ensuring that all staff are trained in safety procedures, and establishing clear lines of communication between staff and learners/students.
5. **Learning Objectives:** Teachers should ensure that the off-campus activity has clear learning objectives and is aligned with the curriculum of the program concerned. This includes providing learners/students with clear learning goals and opportunities for reflection and debriefing to reinforce their learning.
6. **Communication:** Teachers should maintain regular communication with tour/activity organizers, parents, and guardians to ensure that everyone is informed of any changes or developments. This includes providing updates on the tour itinerary, safety procedures, and learner/student progress. Always indicate contact numbers of teachers in letters and waivers for easy communication during the tour.



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Overall, the role of teachers in off-campus activities is critical to ensuring the safety and educational value of the tour. By working with tour organizers, preparing learners/students, providing adequate supervision, and aligning the activity with the Institution's curricula, teachers can help ensure that learners/students have a safe and educational experience.

V. Authorized Off-Campus Activities

The list of students and teachers joining the educational trip must be approved by the college president. Site visits, planning, and conduct of all off-campus activities must also have the president's approval. All events must be official considering that venues outside the campus make them an extension of the Institution provided that the said event/activity is authorized or sanctioned by the Institution. Accordingly, all organizers, Dean, Principals, Department Heads, Coordinators, teachers, and students planning to hold such activities must first secure a permit/written approval from the president.

VI. Prohibited Acts

The following shall be considered as prohibited acts by the Principal, Department Head, Coordinator and Teachers:

1. They shall not engage in personal gain by creating off-campus activities without the approval of the School/College President;
2. They are not allowed to collect payments. Payment of fees, if any, shall be through the cashier only;
3. They are not allowed to be the speaker in seminars. Their presence in the Off-Campus Activity, however, shall be considered their attendance;
4. They are not allowed to make profit in any means such as commissions out of the off-campus activity;
5. Violation of any of the provisions of this Memo; or
6. Any and all other analogous/similar/related acts to the foregoing.

The following shall be considered as prohibited acts by the learners/students:

1. Carrying and concealing deadly weapons during the off-campus activity;
2. Fighting causing injury to others;
3. Public display of affection (PDA) like holding hands, hugging, kissing, necking, petting and fondling;
4. Bringing of prohibited drugs, alcohol or intoxicating substances;



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5. Unruly behavior;
6. Falsifying Consent/Waiver form(s);
7. Violation of any of the provisions of this Memo; or
6. Any and all other analogous/similar/related acts to the foregoing.

VII. Supplementary Application

It is understood that the guidelines or provisions under the DepEd Order No. 66, s. 2017, and CMO No. 63, s. 2017, as amended, which are not provided in this Memo shall be applied in a supplementary manner and whenever practicable and convenient.

Immediate dissemination of and strict compliance with this Memorandum is directed.

Recommending Approval:


DR. ERNESTO RAY G. ADALEM
CEO-VPASS


DR. ERNESTO JAY G. ADALEM
CEO-VPFRPD

Approved by:


DR. CLARITA G. ADALEM
President



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