



**IT99 IT Trips and Seminars**  
**Cagayan de Oro City and Cebu City**  
**March 18-24, 2024**

**FIELD TRIP GENERAL HOUSE RULES:**

1. **RESPECT THE ITINERARY:** Students should follow the planned itinerary and the schedule provided by the trip organizer or faculty member. This includes departure and arrival times, as well as scheduled activities. Students should follow the itinerary as closely as possible to make sure the trip stays on schedule and everyone gets to see and experience everything that was planned.
2. **STAY IN ASSIGNED GROUPS:** Students should stay in assigned groups during the trip to ensure accountability, safety, and to facilitate group learning experiences.
3. **FOLLOW SAFETY GUIDELINES:** Students should follow safety guidelines set by the trip organizer, faculty member, companies and hotels. This includes staying within designated areas, wearing safety gear if necessary, and following safety procedures in case of an emergency.
4. **RESPECT OTHERS:** Students should be respectful of other people during the trip. This includes being polite, considerate, and refraining from any behavior that could harm others.
5. **RESPECT THE CULTURE AND ENVIRONMENT:** Students should be respectful of the culture and environment they are visiting, and avoid any behavior that may be offensive or disrespectful. This includes following any cultural norms, avoiding littering or damaging the environment, and being mindful of any local customs or traditions.
6. **DRESS APPROPRIATELY:** Students should dress appropriately for the trip and any activities planned.
7. **OBSERVE PROFESSIONAL CONDUCT:** Students should maintain professional conduct during the trip. Avoid the use of inappropriate language, and adhering to the ethical standards of the profession or academic program.
8. **AVOID DISTRACTIONS:** Students should avoid any distractions during the trip that could disrupt learning or compromise safety. This includes using cellphones or other electronic devices only when necessary and refraining from any activity that could be considered dangerous or distracting.
9. **BE PUNCTUAL:** Students should be punctual and arrive on time for all scheduled activities during the trip.
10. **RESPECT THE TOUR GUIDE OR INSTRUCTOR:** Students should show respect to the tour guide or instructor by following their instructions, asking appropriate questions, and refraining from any disruptive behavior.
11. **KEEP THE GROUP TOGETHER:** Students should stay with the group and avoid wandering off on their own without permission. This helps ensure everyone's safety and prevents anyone from getting lost.
12. **NO ALCOHOL OR DRUGS:** Students should refrain from drinking alcohol or using drugs during the trip, as this can lead to disruptive behavior and jeopardize the safety and well-being of the group.
13. **KEEP PERSONAL BELONGINGS SAFE:** Students should keep their personal belongings safe and secure at all times, and not leave them unattended in public areas or on public transportation.
14. **BE PREPARED:** Students should come prepared for the trip by bringing any necessary medications, water, and other essentials.
15. **HAVE FUN AND LEARN:** Finally, students should remember that the primary goal of the trip is to learn and have fun, so they should approach the experience with an open mind and a positive attitude.
16. **ALWAYS BRING YOUR SCHOOL ID AT ALL TIMES.** Companies require you to wear your id before entering the plant or establishment. NO SCHOOL ID, NO ENTRY.

**NOTE:**

1. Everybody is encourage to ask question during the plant visit. You can learn more from asking questions.
2. Avoid bringing valuable things like expensive jewelries, etc. during the tour.
3. Take care of your belongings, you are responsible of your own things.
4. The activity is an Educational Tour NOT a family reunion.
5. You are bringing the name of CENTRAL MINDANAO UNIVERSITY.
6. Always be vigilant.
7. Buddy system will be applied. You should know the whereabouts of your buddy and always be with the group.
8. Be familiar with the floor plan of which you are in.

Confirmed:

Noted:

Student

Date

Parent/Guardian

Date