**Checklist of Requirements**

**CHED Memorandum Order No. 63, Series of 2017**

**Local Off-Campus Activities**

Title of Activity:

Date of the Activity:

Venue of the Activity:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A.** | **Before the Off-Campus Activity** | | Complied | | Remarks |
| Yes | No |
|  | **REQUIREMENTS** | **PROOFS** |  |  |  |
| **a.1.1 Curriculum** | |  |  |  |  |
| The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits | | Course Syllabus which reflects the relevance of requiring an educational tour and field trip |  |  |  |
| **a.1.2 Destination**  As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled *Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subject for Studies and Researches* may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity.  The destination and schedule should be relevant to the subject matter. | | Appropriate report |  |  |  |
| **a.1.3 Handbook / Manual**  The requirements and guidelines of the conduct of local-off campus activities should be updated and be included in the students’ handbook or manual. | | Handbook or Manual |  |  |  |
| **a.1.4 Consent of the Parents or Student’s Guardian** | | Duly notarized / subscribed consent |  |  |  |
| **a.1.5 Medical Clearance of Students** | | Medical clearance of the students, if appropriate duly signed by the HEI or government Physician |  |  |  |
| **a.1.6 Personnel-In-Charge**  The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, *identify overall leader from among the personnel-in-charge.*With appropriate first-aid and medical emergency training. | | Designation or order from the Administration indicating personnel-in-charge’s role and responsibilities before, during and after off-campus activities.  Relevant certificate on first-aid training |  |  |  |
| **a.1.7 First Aid Kit**  The HEI should provide a complete first-aid kit. | | First-aid kit |  |  |  |
| **a.1.8 Fees/Fund Source**  The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders. | | Duly approved schedule of fees |  |  |  |
| There should be a breakdown o fund sources and other resources properly secured and accounted for. | | Appropriate Report |  |  |  |
| **a.1.9 Insurance**  The HEI should provide (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity. | | Proof of insurance provision |  |  |  |
| **a.1.10 Mobility of Students**  a.1.10.1 Owned by HEI | | Updated/valid documents pertaining to registration, insurance coverage, driver’s license, assurance of roadworthiness, among others. |  |  |  |
| a.1.10.2 Third party or sub-contracting | |  |  |  |  |
| a.1.10.2.1 Franchisee | | * Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. * Special Permit from LTFRB if transportation is out-of-line. * Updated/valid documents pertaining to registration, insurance coverage, driver’s license, assurance of roadworthiness, etc.. |  |  |  |
| a.1.10.2.2 Travel and Tour Operator  In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.  If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits. | | * Copy of Travel and Tour Operator Accreditation Certificate by the DOT * Duly approved Plan/Itinerary of travel by the HEI * Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date if applicable. * Vehicles’ updated/valid documents pertaining to registration, insurance coverage,, driver’s license, assurance or roadworthiness, etc. |  |  |  |
| **a.1.11 LGUs/ NGOs** | |  |  |  |  |
| The HEI should duly coordinate with appropriate LGUs/NGOs.  Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity | | * Copy of the letter sent to the LGUs * Copy of acknowledgement letter from the LGUs |  |  |  |
| **a.1.12 Activities** | |  |  |  |  |
| a.1.12.1 General orientation to students | | Minutes and attendance of the briefing and consultation conducted to concerned students, faculty, and stakeholders |  |  |  |
| a.1.12.2 Consultation to the concerned students, faculty and stakeholders with attached minutes of consultation and attendee’s signature | |  |  |  |  |
| a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities | | * Letters to parents, students and adult companion preferably faculty * Appointment with conforme of Personnel-in-charge |  |  |  |
| a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip. | | * Itinerary * Handy information materials for students |  |  |  |
| a.1.12.5 Learning Journals for Students | | Standard format of learning journals given to students |  |  |  |
| a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders | | Appropriate report |  |  |  |
|  | | | | | |
| **B. During the off campus activity** | | | **Complied** | | **Remarks** |
| **Yes** | **No** |
| a.2.1 Personnel-In-Charge, identify overall leader (when necessary) with the following tasks: | | List of personnel or attendance |  |  |  |
| a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing. | | List of personnel and/or attendance |  |  |  |
| a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used.  (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform) | | Contract of service with the third party |  |  |  |
| a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises. | |  |  |  |  |

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| **B. After the off-campus activity** | | **Complied** | | **Remarks** |
| **Yes** | **No** |
| a.3.1 Learning journals of students | Appropriate report/grades |  |  |  |
| a.3.2 Assessment Report/Evaluation Report | Assessment report by faculty including the breakdown of expenses |  |  |  |
| a.3.3 Expenditure report | Breakdown of expenses |  |  |  |
| a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning | Report on debriefing program conducted |  |  |  |

*Adopted from CHED Memorandum Order No. 63, series of 2017*

Prepared by: Checked by:

**Organization President Organization Adviser**

Verified by: Certified by:

**SOA Coordinator SOA Head**

Note: Attach *Request for the Conduct of Local Off-Campus Activity* (ISO Form)