



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 40, s. 2015

TO : ALL SCHOOL HEADS (Private and Public)
Both Secondary and Elementary

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **ADDITIONAL GUIDELINES TO THE DEPED POLICY ON EDUCATIONAL FIELD TRIPS (Supplemental to DepEd Orders No. 52, s. 2003, No. 51, s. 2002 and No. 56, s. 2001)**

DATE : January 26, 2015

In addition to the guidelines set forth in DepEd Orders No. 52, s. 2003, No. 51, s. 2002 and No. 56, s. 2001 or the Policy on Educational Field Trips, the following are being issued and should be strictly followed:

1) Any school head, teacher, or other Deped personnel arranging transportation of students for field trips, competitions, retreats, off-site training or any other purpose must ensure that:

- A) For-Hire vehicle(s) being employed must:
 - a.) have a current commercial registration;
 - b.) have a current municipal permit for public transportation; and
 - c.) have an updated insurance with the minimum required liability and medical coverage for each passenger.
- B) Private vehicle(s) employed for such purpose must also have:
 - a. a current registration;
 - b. updated insurance with the minimum required liability and medical coverage for each passenger.
- C) The operator of any vehicle(s) used for student transportation must:
 - a. be of age (18 years old and above);
 - b. have a driver's license of a class permitting the operation of a motor vehicle that is neither revoked, suspended nor expired;
 - c. must not have any outstanding LTO and or any traffic violations; and
 - d. must be of good moral character.

2) The School head, teacher or Deped personnel in-charge who engage the services of any private or commercial vehicles for the transportation of students must demand and receive proof of the above-mentioned requirements from the operator and/or driver of the vehicles before the students can aboard.

3) Immediate dissemination of and strict compliance of this Memorandum is directed.

Encl: D.O. 52, s. 2003, D.O. 51, s. 2002 and D.O. 56, s. 2001