




ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR THE LOYOLA SCHOOLS

30 September 2014

Memo to : Deans, Associate Deans, Department Chairs and Program Directors
All Faculty Members of the Loyola Schools
Director, Office of Health Services
Director, Office for Social Concern and Involvement
Director, Office of Student Activities
Assistant to the ADSA for the Integrated Ateneo Formation (INAF) Program
Coordinator, Office of College Athletics

From : 
John Paul C. Vergara, Ph.D.
Vice President for the Loyola Schools

Subject : CHED Memorandum Order 17, Series of 2012: *Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students*

Please be informed of the Commission on Higher Education (CHED) Memorandum Order 17, Series of 2012 on *Policies and Guidelines on Educational Tours and Field trips for College and Graduate Students*, and ensure compliance for the safety and security of students during official off-campus educational tours and field trips.

CHED defines an educational tour and a field trip as follows:

Educational tour – *“an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip”.*

Field trip – *“an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination”.*

As recommended by CMO 17, following are the guidelines for compliance for all educational tours and field trips that will be conducted as either academic requirements or extra-curricular activities:

1. All educational tours and field trips supervised by a faculty member, administrator and/or professional, or sponsored by student organizations, must be cleared with the concerned Department Chair/Program Director or Administrative Director, and approved by the Dean or Administrative Head, and reported to the following offices: 1) Office of the Associate Dean for Academic Affairs involving undergraduate classes; 2) Office of the Associate Dean for Graduate Programs involving graduate classes; and, 3) Office of Student Activities and the Office of the Associate Dean Student Affairs involving student organizations.

2. A medical clearance from the Office of Health Services is required for students who will participate in educational tours and/or field trips, including a written parental consent for students considered minors. Students with health conditions are expected to declare their conditions and provide the necessary protocols for emergency assistance.
3. At least one faculty member, administrator or professional must be present for the duration of the educational tour or field trip to monitor participation of students and ensure their safety and security. Additional adult chaperones are recommended for bigger groups of 20 or more students.
4. Proper briefing and debriefing with student participants must be undertaken by the supervising faculty member, administrator or professional before and after the activity. The briefing must include clear information on the location, itinerary of the educational tour or field trip, and precautionary measures. Risk assessment procedures must also be discussed with concerned students including parents and/or guardians when deemed necessary.
5. Any additional cost on the part of the students must be consulted by the supervising faculty member, administrator or professional with the concerned students.
6. Attendance check must be done by the supervising faculty member, administrator or professional before and after the activity. Students should not be allowed to leave or depart from the location of the activity without proper clearance.
7. For educational tours or field trips that entail staying-in with host families, supervising faculty member, administrator or professional must advise students to inform their host families of their whereabouts at all times.
8. A parallel learning activity is to be conducted for students who are unable to join the required educational tour or field trip, or for students with special needs, e.g., persons with disabilities.

Safety and security of students during official off-campus activities is of utmost importance. For supervising faculty members, administrators and/or professionals, always set in place precautionary measures, such as, the "buddy system" among the students. Inform students of meet-up locations in case they are separated from the group. Assign team leaders to look after smaller groups and request them to exchange contact numbers with students. Always remember and provide the students the ADSA Helpline number for emergency assistance: 09209142372.

Please check the link below for detailed information about CMO 17 series of 2012:

<http://www.ched.gov.ph/wp-content/uploads/2013/07/CMO-No.17-s2012.pdf>

Thank you very much for your cooperation.