



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED Memorandum Order**

No. 17

Series of 2012

**SUBJECT: POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND  
FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS**

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "*The State shall exercise reasonable supervision over all higher education institutions*", and pursuant to Commission en Banc Resolution No. 122-2012 dated June 11, 2012, the following the policies and guidelines and procedures are hereby adopted:

**ARTICLE I  
STATEMENT OF POLICIES**

**Section 1.** It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

**Section 2.** It is also the policy of the state to continuously promote the law to restrain certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

**ARTICLE II  
COVERAGE**

**Section 3.** These policies and guidelines shall cover the educational tours and/or field trips in the Philippines duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the student has graduated are not covered by these policies and guidelines.

**Section 4.** For purposes of this CMO, the terms below are defined 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.

### **ARTICLE III OBJECTIVES**

**Section 5.** These set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions (HEIs) in order to:

- 5.1. provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum; and
- 5.2 ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for student welfare and development.

### **ARTICLE IV ACADEME-INDUSTRY LINKAGE**

**Section 6.** Educational Tours and Field trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

### **ARTICLE V STUDENTS**

**Section 7.** Higher education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

**Section 8.** For students who can not join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

**Section 9.** For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2009 "Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.



## **ARTICLE VI DESTINATION**

**Section 10.** As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMO 11, s. 1997 for the places where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

**Section 11.** When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the start of classes, including the details of the educational tours and/or field trips.

**Section 12.** Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the scheduled dates of the educational tours and/or field trips.

## **ARTICLE VII ROLES OF THE HIGHER EDUCATION INSTITUTIONS**

**Section 13.** HEI shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

**Section 14.** Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent's and/or guardians consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

**Section 15.** As part of the Curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

**Section 16.** HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year. HEI's report should include among others the filled-in undertaking form that the field trip is not

conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

**Section 17.** In the event that tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main & Regional Offices).

**Section 18.** Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

**Section 19.** HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their students handbook, and copies of the same shall be given to students and displayed in conspicuous places for their students' guidance and reference.

**Section 20.** It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employee who violates this section may be terminated for Grave Misconduct

**Section 21.** If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

## **ARTICLE VIII FUNDING**

**Section 22.** Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

## **ARTICLE IX SANCTIONS**

**Section 23.** In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.



Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1<sup>st</sup> Offense, a written warning;
- 2<sup>nd</sup> Offense, suspension from conducting educational tours and field trips for a period of time as determined by the Commission en Banc, and
- 3<sup>rd</sup> Offense,
  - disapprove the application for other school fees increase and introduction of new fees of HEI;
  - administrative and criminal charges against it and/or its responsible officers under existing laws
  - imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.


#### **ARTICLE X REPEALING CLAUSE**

**Section 24.** CHED Memorandum Order No. 11 s. 1997 "Enjoining all 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 subjects for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

#### **ARTICLE XI EFFECTIVITY**

**Section 25.** These guidelines shall take effect 15 days after publication in newspaper of general circulation and should be observed by all HEIs starting AY 2012- 2013 and shall remain in force and effect until revoked or amended.

Issued this 6th day of July 2012 in Quezon City.



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

## Annex A

## Checklist of Requirements

For CMO No. 17 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students

Date:

		Complied		Remarks	
		Yes	No		
A. Before the Educational Visit or Field Trip	1. Included in the curriculum	Included in the curriculum with corresponding unit credits and time allotment whether whether lecture or laboratory hours			
		- specify course title and unit credits			
2. Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen		Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
		outline of Assessment Report to be filled in by the concerned faculty and students.			
3. Faculty-in-charge		Faculty-in-charge			
		a. Present designation			
		<b>b. with letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the educational tours and field trips.</b>			
4. Advanced and properly coordinated with the Local Government and other concerned non-government offices		Advanced and properly coordinated with the Local Government and other concerned non government offices with letter request by the sending HEI and acknowledged/approved by LGUs/NGOs			

		Complied		Remarks
		Yes	No	
5. Consultation conducted to concerned students, faculty and stakeholders.	Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
6 Destination chosen considering cost and benefit requirements	Destination chosen, considering cost and benefit requirements, safety, and relevance with the subject matter			
7. Fund and other resources properly secured	Fund and other resources properly secured and accounted for			
8. Briefing to concerned faculty and students	Briefing to concerned faculty and students and provide the needed info materials			
9. Written plans submitted to HEIs	Written plans by the accredited travel agency (if appropriate) with attached Gant Chart duly-approved by the HEI			
	Copy of the itinerary and Travel Agency's or Tour Operator's Accreditation Certificate issued by DOT			
10. Insurance for students, faculty, and other concerned stakeholders	Individual or group Insurance for students, faculty, and other concerned stakeholders			
11. Format of Learning journals given to students	Standard Format of Learning journals given to students			
12. Announcement to students, faculty and parents	Announcement to students, faculty and parents made one(1) to two (2) months before the scheduled date of educational tour/field trip			
13. Risk Assessment plans in place	Risk Assessment plans and preventive measures given to students and stakeholders			



		Complied		Remarks
Yes	No			
<b>14. Medical clearance of students</b>	Medical clearance of students and medical aid kits are provided			
	Medical clearance duly signed by the Parent or Physician or Waiver			
<b>15. schedule of fees (including its details)</b>	<i>Written schedule of fees disseminated to concerned stakeholders.</i>			
<b>16 Parent/guardian consent duly-notarized be required before the educational tour or field trip</b>	<i>Duly notarized consent submitted before the activity</i>			
<b>B. During the Educational Visit or Field Trip</b>				
<b>1. Security of the students</b>	<i>Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of educational tours and/or field trips</i>			
<b>2. Proper Implementation of educational visit or field trip</b>	<i>Program of activities followed as planned or activities adjusted as the need arises</i>			
<b>3. Properly coordinated with concerned LGU and/or government or non-government office</b>	<i>Letter or MOA stating the coordination with concerned LGUs or NGOs.</i>			
<b>C. After the Educational Visit or field trip</b>				
<b>1. Conducted Debriefing program including among others reflection of the learning experiences duly documented in the learning journal</b>	<i>Documentation of Debriefing Program</i>			
<b>2. Assessment report by faculty and submitted including details of amount expended</b>	<i>Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. Filled-in undertaking form</i>			
<b>3. Assessment report by students and students concerned</b>	<i>Assessment report by students submitted to concerned HEI</i>			

Prepared by:

Certified Correct:

