



Office of the Vice President
for Academic Affairs

University System

MEMORANDUM

No. 013 s. 2019

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DATE : June 13, 2019

SUBJECT : **Policies and Guidelines on Local Off-Campus Activities**

1. As presented and discussed during the Board Meeting last June 5, 2019, under BOR Resolution No. 46, s. 2019, and as adapted from CHED CMO 63, s. 2017, the Policies and Guidelines on Local Off-Campus Activities have been duly approved by the Board. A soft copy of said policies and guidelines will be published in the University website.
2. You may communicate your concerns to the undersigned through e-mail address: melpaulma@ustp.edu.ph.
3. For your information, guidance and compliance.

MARIA ELENA L. PAULMA, Ph.D.
Vice President for Academic Affairs

USTP POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES

Article 1. Rationale

It is the university's mission to "bring the world of work (industry) into the actual higher education and training of students." Hence, the university recognizes the significance of exposing the students to the real world of industry/workplace cultures, state of the art technology, and the society in general. Off-campus activities are conducted to ensure a sustainable teaching and learning delivery process, strengthen academe-industry linkages, and enhance/validate the theories discussed in the classroom for better appreciation of a particular subject matter.

The USTP Policies and Guidelines for Off-Campus Activities are adapted from CHED CMO 63, s.2017, in accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232.

Article 2. Objectives

These set of policies and guidelines shall serve as a guide in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

1. access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
2. quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
3. mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and USTP's personnel; and
4. mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

Article 3. Coverage

This policy and guidelines shall cover the conduct of all approved off-campus activities of the USTP system (all campuses) within the Philippines. The off-campus activities shall include but not be limited to the following:

1. Curricular
 - a. Educational Tours/Field trips
 - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
 - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or
 - Plant industry visit, host training establishment visit, and other related visits.
 - b. Participation and/or attendance in degree program-relevant events
 - c. Field Study/Experiential Learning/Related Learning Experience

2. Non-Curricular
 - a. mission-based activities (e.g., retreat, recollection, etc);
 - b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
 - c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
 - d. advocacy projects and campaigns;
 - e. participation in sports activities;
 - f. activities initiated by recognized various student groups;
 - g. interschool competitions/tournaments; or
 - h. culture and arts performances and competition.

Article 4. Definition of Terms

The following terms are defined as follows:

1. Approved curriculum refers to the curriculum duly approved by the USTP Board.
2. Curricular activities are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
 - a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
 - b. **Field Trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
 - c. **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities requires substantial off-campus learning as curriculum delivery (e.g., CSTE field study)
 - d. **Thesis Study Data Gathering**
3. **Institution** refers to USTP where the student is enrolled or where the personnel are employed.
4. **Non-curricular Activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the USTP for the strategies of implementation as long as the safety and security of the students are duly ensured.
5. **Off-campus activities** refer to activities which include all curricular and non-curricular activities undertaken outside the premises of the institution.

Article 5. Exclusions

1. International Educational Tours or Field Trips shall be governed by university policies based on CHED Memorandum Order No. 26, s. 2015.

2. Internship/OJT/Practicum Students undergoing and international internship, practicum or on-the-job training, etc. shall be governed by the USTP guidelines for student internship programs.

Article 6. Requirements, Obligations, and/or Responsibilities of the Parties Involved

1. Government

The CHED CMO 63, s.2017 states that it is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- a. Commission on Higher Education (CHED);
- b. Department of Tourism (DOT);
- c. Department of the Interior and Local Government (DILG);
- d. Land Transportation Office (LTO);
- e. Land Transportation Franchising and Regulatory Board (LTFRB);
- f. League of Cities of the Philippines (LCP); and
- g. League of Municipalities of the Philippines (LMP)

2. Responsibilities and Obligations of Students

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEls' policies.

3. USTP Responsibilities and Obligations

USTP shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and USTP's mission. The design should include the relevance of the activity to the program.
- b. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- c. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the USTP shall adopt an appropriate PIC-student ratio, as it deems fit.
- d. Ensure safety and welfare of mobility of students through the following transportation vehicles:

d.1 owned by the university - updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and

d.2 third party or sub-contracting - updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.

- e. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- f. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- g. Establish mechanism to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The USTP shall only impose acceptable measures and non-punitive activities to concerned students.
- h. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- i. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by the USTP or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

4. Requirements for regular Off-Campus Activities

- a. Checklist of requirements:

a.1 Before the off-campus activity

The Dean must require the submission of the following from its personnel concerned:

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 USTP 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 Subjects for Studies and Researches may serve as guide	Appropriate report

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 subject matter.	
a.1.3 Handbook or Manual	
The requirements and guidelines of the conduct of local off-campus activities shall 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 the 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.	<ul style="list-style-type: none"> ○ Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities ○ Relevant certificate on first-aid training
a.1.7 First Aid Kit	
The USTP shall 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 of fund sources and other resources properly secured and accounted for.	Appropriate report
a.1.9 Insurance	
The USTP shall provide insurance (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 the USTP	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	<ul style="list-style-type: none"> ○ Certification from LTRFB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. ○ Special Permit from LTRFB if transportation is out-of-line

	<ul style="list-style-type: none"> ○ Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
<p>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.</p> <p>If applicable, the university shall engage an accredited tourist transport vehicle and/or tourist with the appropriate permits.</p>	<ul style="list-style-type: none"> ○ Copy of Travel and Tour Operator Accreditation Certificate by the DOT ○ Duly approved Plan/Itinerary of travel by the university ○ 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 of roadworthiness, etc.
a.1.11 LGUs/NGOs	
<p>The university shall duly coordinate with appropriate LGUs/NGOs.</p> <p>Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledge letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> ○ 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 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	<ul style="list-style-type: none"> ○ Letters to parents, students and adult companion preferably faculty ○ Appointment with conformer of Personnel-in-charge
a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip	<ul style="list-style-type: none"> ○ 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

a.2 During the off campus activity

REQUIREMENTS	PROOFS
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 students 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.	

a.3. After the off-campus activity

REQUIREMENTS	PROOFS
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

b. Submission of Reports:

The USTP is required by this CMO to submit the following:

b.1 Certificate of Compliance. A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the Chair and duly approved by the Dean or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity.

b.2 Comprehensive Semestral Term Report. A semester/term comprehensive report shall be submitted to the CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template.

b.3 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEL, if available.

5. Requirements specific to USTP

- a. Inter-campus events within the USTP system such as conventions, seminars, conferences, symposiums, trainings and teambuilding shall be considered as non-curricular activities (*Refer to Articles 3 & 4 for Non-curricular activities*). Students from other campuses are required to secure a notarized parents' consent.
- b. The USTP is implementing the Enhanced Immersion Program in which industry visits are incorporated into the syllabus as a regular part of the student's learning experiences. To better facilitate these regular brief immersions, mechanisms will be set in place so that all these requirements shall be complied with at the start of the semester to cover for all the scheduled visits (e.g., curriculum, handbook, medical clearance, driver's license, parents' consent, etc). These mechanisms, closely following the requirements of this CMO, shall be detailed in the immersion program policies and guidelines.

6. Procedures

Requests to conduct local curricular off-campus activities shall be made within two weeks from the start of classes in a semester/term by the Subject Instructor/ Professor in consultation with the students concerned. Requests should provide information on the nature of the tour/trip including its purpose, schedule, destinations, and cost. The Office of the Student Affairs (OSA) reviews the compiled documents and prepares the Certificate of Compliance for the Dean/Campus Director's approval.

Article 7. Repealing Clause

This Policy and Guidelines supersedes existing USTP policies. All previous issuances or part thereof inconsistent with provisions of this document are deemed repealed, revoked or rescinded accordingly.

Article 8. Effectivity

This Policy and Guidelines shall take effect upon approval by the Board.

