Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
19th City Council

PO19CC-124

26th Regular Session

ORDINANCE NO. SP- 2296 *, S-2014*

AN ORDINANCE ESTABLISHING THE EDUCATIONAL FIELD TRIP POLICY FOR ALL PUBLIC SCHOOLS IN QUEZON CITY.

Introduced by Councilor JULIENNE ALYSON RAE V. MEDALLA.

Co-Introduced by Councilors Anthony Peter D. Crisologo, Ricardo T. Belmonte, Jr., Dorothy A. Delarmente, Lena Marie P. Juico, Victor V. Ferrer, Jr., Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Roderick M. Paulate, Ranulfo Z. Ludovica, Ramon P. Medalla, Estrella C. Valmocina, Gian Carlo G. Sotto, Franz S. Pumaren, Jose Mario Don S. De Leon, Jaime F. Borres, Jesus Manuel C. Suntay, Marvin C. Rillo, Raquel S. Malañgen, Jessica Castelo Daza, Bayani V. Hipol, Jose A. Visaya, Godofredo T. Liban II, Andres Jose G. Yllana, Jr., Allan Butch T. Francisco, Karl Edgar C. Castelo, Diorella Maria G. Sotto, Rogelio "Roger" P. Juan, Melencio "Bobby" T. Castelo, Jr., Donato C. Matias and Ricardo B. Corpuz.

WHEREAS, Section 4 (1), Article XIV of the 1987 Philippines Constitution – Education, Science and Technology, Arts, Culture and Sport provides that "The State recognizes the complementary roles of public and private institutions in the educational system and shall exercise reasonable supervision and regulation of all educational institutions."

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WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991" provides for the City's power to enact measures to promote the General Welfare of their constituents:

> *"Every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants."*

WHEREAS, under its Regional Memorandum No. 134, S-2013, the Department of Education (DepEd) unceasingly reiterates its policies on educational field trips;

WHEREAS, DepEd Memorandum No. 529, S-2009, DepEd Order Nos. 52, S-2003 and 51, S-2002, and DECS Order No. 56, S-2001 provides for policies on the conduct of educational field trips;

WHEREAS, Quezon City Local School Board Resolution No. 8, S-2012, aims to include the city's numerous cultural heritage sites as a venue for educational field trips of Quezon City public schools;

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WHEREAS, it is recognized that despite sincere efforts on the part of both the national government and local government units to regulate the conduct of educational field trips, reports continue to thrive on field trips being disadvantageous among poor families and such conducted in far flung areas and of seemingly less educational significance.

NOW, THEREFORE:

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1.TITLE. – This Ordinance shall be known as "The Quezon City Public School Educational Field Trip Policy".

SECTION 2. DECLARATION OF POLICY. – It is hereby declared the policy of the City to protect and promote the general welfare of the people and to make education accessible to all citizens of the City.

SECTION 3. PURPOSE OF EDUCATIONAL FIELD TRIPS. – Field trips must have as their goal the enhancement of student knowledge and skills, as well as complementing and supplementing the adopted curriculum.

SECTION 4. POLICIES ON EDUCATIONAL FIELD TRIPS. – This Ordinance recognizes, abides, makes references and supplements the following measures:

1. *DepEd Regional Memorandum No. 134, S-2013, Reiteration of Policy on Educational Field Trips;*

2. *DepEd Memorandum No. 529, S-2009, Reminder on Policy on Educational Field Trips;*

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3. *DepEd Order No. 52, S-2003, Policy on Educational Field Trips (Supplemental to DECS Order No. 56, S- 2001 and DepEd Order No. 51, S-2002);*

4. *DepEd Order No. 51, S-2002, Policy on Educational Field Trips (Supplement to DepEd Order No. 56 S- 2001);*

5. *DECS Order No. 56, S-2001, Policy on Educational Field Trips; and*

6. *Memorandum of the Division of City Schools, Quezon City, dated September 19, 2013, Division Educational Field Trip Committee.*

SECTION 5. APPROVAL OF EDUCATIONAL FIELD TRIPS.

1. *All field trips of Public Elementary and Secondary Schools must be proposed to and approved by the Quezon City Schools Division Superintendent;*

2. *The Division Educational Field Trip Committee, organized by the Quezon City Division of City Schools shall evaluate all requests for the conduct of educational field trips to ensure their significance and the safeguards of the student-participants and recommend its approval to the Schools Division Superintendent.*

3. *At least, one (1) month prior to the proposed date of the trip, all public schools shall submit to the Quezon City Division of City Schools through the Division Educational Field Trip Committee the following documents:*

   3.1 *A joint resolution signed by all the officers and year/grade level representatives of the school PTA, Supreme Student/Pupil Government, and School Faculty Club stating:*

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3.1.1 The need to provide such an activity;

3.1.2 The itinerary and the field trip fee per student;

3.1.3 That the participation to the educational field trip is on a purely voluntary basis; that no punitive/discriminatory activities will be asked from students who will not be able to join

3.1.4 The cost of the field trip which was arrived at after considering at least three (3) offers from service providers; and

3.1.5 The said resolution was agreed upon in a General Assembly called for the purpose.

3.2 Request letter from the department head sponsoring the activity explaining the nature and purpose of the educational field trip including the benefits to be derived from the visit of the places indicated in the itinerary.

3.3 A Certification from the School's Bids and Awards Committee(BAC) that the choice of the Service Provider was the result of a canvass from at least three (3) service providers and the cost of the trip is most advantageous to the students and parents.

3.4 Copy of the Comprehensive Insurance Policy of the vehicle/s to be used in the field trip.

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3.5 Copy of the Certificate of Public Convenience issued by the Land Transportation and Franchising Regulatory Board (LTFRB) to the vehicle/s to be used in the field trip.

3.6 Copy of the updated Certificate of Registration (CR) and Official Receipt (OR) of the vehicle/s.

3.7 Copy of the driver's license of the driver/s of the vehicle/s.

3.8 Copy of the following from the service provider: Updated Mayor's Permit, DTI Registration (for sole proprietorship) or SEC Registration (for corporation), and Certificate of Registration with BIR.

3.9 Copy of the proposed contract between the school and the service provider.

3.10 Copy of the parent's consent form/permit that shall at the minimum indicate the itinerary, date of the field trip, time departure and return, the field trip fee and a section stating non-participation will have no effect on the student's grades.

4. At most, fifteen (15) days after the submission of requirements to the committee, the Schools Division Superintendent shall transmit to the school their approval or denial of request for conduct of the field trip.

5. Should a request for conduct of the field trip be denied, the School may file an appeal to the Division of City Schools. The Schools Division Superintendent shall submit to the schools his/her final verdict not later than seven (7) days after having receiving such appeal.

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6. Any field trip longer than a day trip must be proposed to and approved by the Quezon City Division of City Schools Superintendent at least two (2) months prior to the trip.

7. A financial statement shall be submitted to the Division of City Schools Superintendent no longer than five (5) days after the field trip.

SECTION 6. ITINERARY.

1. The itinerary for Grades 1 to 6 shall be within Metro Manila only. With the exception of historical sites duly certified by the National Historical Commission of the Philippines.

2. Swimming and carnival rides are not allowed.

3. Trips to malls and attendance at noon time TV shows, are not allowed unless the proposed activity complement or supplement the school curriculum.

4. This Ordinance reiterates the Local School Board's Resolution No. 8, S-2012, "A Resolution directing all Quezon City Public Schools to include in their yearly academic activities, educational field trips for all its students to cultural heritage sites within the city."

SECTION 7. FIELD TRIP FEE. – Elementary and Secondary public school students should be afforded equal opportunities to be part of educational field trips. Hence, no discrimination and utmost consideration should be given students who cannot afford costly field trips.

SECTION 8. STUDENT PARTICIPATION.

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1. Non-participants of the educational field trip should not in any way be penalized in any manner such as but not limited to the following:

   1.1 requiring them to submit reports or projects;
   1.2 payment of a fee;
   1.3 payment in kind;
   1.4 withholding of report cards; or
   1.5 deduction in academic ratings.

2. Conversely, participating students shall not be given additional points in their grades.

SECTION 9. FIELD TRIP SAFETY.

1. It shall be the responsibility of the school to inform the students and parents on the trip itinerary, security provisions, rules and regulations, and other pertinent topics.

2. School teachers should always accompany the students from the time they assemble for the field trip up to the time they leave for their respective homes. Parent volunteers should also be encouraged to join the field trip to help in looking after the students.

3. The principal or teacher responsible for organizing the field trip should select the safest means of transportation. Passengers should be loaded into the vehicle in accordance with the maximum passenger capacity. Students should not be allowed to ride on the roof of motor vehicles or on the boarding platform ("sabit").

4. Drivers should be advised to exercise extraordinary diligence during the whole duration of the field trip.

5. A suitably equipped first-aid kit must be accessible at all times during a field trip.

SECTION 10. ADMINISTRATION.

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1. *It is the responsibility of the Division of City Schools Superintendent to administer the provisions in this Ordinance in accordance with the DepEd Educational Field Trip orders.*

2. *It is the responsibility of Principals to ensure that all provisions in this Ordinance are implemented by all school teachers, staff and volunteers.*

3. *Copies of this Ordinance shall be provided by the Division of City Schools to all school principals and members of the School PTAs.*

SECTION 11. PENALTY. The following penalties shall apply to:

1. *Any school official, teacher, non-teaching school employee who shall approve, allow or participate in any field trip without the written approval of the School Division Superintendent; and*

2. *To the Division School Superintendent and its committee members who approve a field trip that is not in accordance with this Ordinance.*

1st Offense – *One Thousand Pesos (P1,000.00)*

2nd Offense – *Two Thousand Five Hundred Pesos (P2,500.00)*

3rd and succeeding Offenses – Five Thousand Pesos (P5,000.00) and the suspension of any field trips to be conducted in the school during the remaining school period and the following school year.

SECTION 12. IMPLEMENTING RULES AND REGULATIONS. – The Quezon City Division of City Schools shall issue guidelines for the implementation of this ordinance in accordance with relevant DepEd Orders.

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SECTION 13. SEPARABILITY CLAUSE. – If any part or section of this Ordinance is declared unconstitutional for any reason whatsoever, such declaration shall not in any way affect the other parts or sections of this ordinance.

SECTION 14. DEPED ORDERS AND MEMORANDUMS. – That this Ordinance shall conform to all DepEd Orders and Memorandums released following the approval of this Ordinance.

SECTION 15. REPEALING CLAUSE. – All Ordinances, Resolutions, Executive Orders, Rules and Regulations, and other administrative issuances, or provisions thereof, which are contrary to or inconsistent herewith, are hereby repealed or modified accordingly.

SECTION 16. EFFECTIVITY. – This Ordinance shall take effect thirty (30) days after its publication in any newspaper of general circulation.

ENACTED: June 9, 2014.

DOROTHY A. DELARMENTE
President Pro-Tempore
Acting Presiding Officer

ATTESTED:

Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

APPROVED: 09 JUL 2014

HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on June 9, 2014 and was PASSED on Third/Final Reading on June 16, 2014.

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