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14 AUG 2026

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BICOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

2026-08-404 Y

August 12, 2026

DIVISION MEMORANDUM

No. 404, s. 2026

REITERATION OF STRICT IMPLEMENTATION OF THE DIVISION MEMORANDUM NO. 262, S. 2026 ENTITLED: CO-CURRICULAR/EXTRA CURRICULAR ACTIVITIES SAFETY MONITORING MECHANISM

To: Assistant Schools Division Superintendent
Chief ES - SGOD & CID
OIC-Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office of Iriga City, through the Learner Rights and Protection, reiterates the implementation of **Division Memorandum No. 262, s. 2025, titled "Co-Curricular/Extra-Curricular Activities Safety Monitoring Mechanism,"** which provides measures to ensure the safety, security, protection, and well-being of learners participating in co-curricular, extra-curricular, and off-campus activities.
2. The reiteration of this mechanism is made imperative by the continuing and emerging challenges affecting learner safety and protection, including incidents and concerns involving bullying, peer violence, unauthorized activities, and other situations that may place learners at risk of harm or exploitation. These concerns highlight the need for schools to strengthen preventive measures and ensure that learner safety remains a primary consideration in the planning and conduct of all school-related activities.
3. Particular attention shall be given to activities conducted **beyond regular school hours, during weekends, outside the school premises, and in other venues**, where risks may be heightened due to transportation, unfamiliar environments, crowd movement, supervision gaps, communication limitations, and other unforeseen circumstances.
4. In this regard, all school heads and concerned personnel are hereby directed to **strictly implement and consistently monitor** the safety mechanisms provided under Division Memorandum No. 262, s. 2025. No co-curricular, extra-curricular, or off-campus activity involving learners shall be conducted without adequate consideration of learner safety, appropriate supervision, parental/guardian communication and consent, and necessary emergency preparedness measures.
5. In addition to ensuring the safety and protection of learners during co-curricular, extra-curricular, and off-campus activities, all schools shall strictly observe the provisions of **DepEd Order No. 009, s. 2026, otherwise known as the "Guidelines on the Implementation of the Three-Term School Calendar in Basic Education,"** by ensuring that co-curricular and extra-curricular activities, including related preparations, practices, and rehearsals, **do not disrupt or compromise regular classes and instructional time.**
5. Kindly refer to the attached copy of the said memorandum for your reference.
6. Compliance and immediate dissemination of this memorandum is desired.


MARIA-MAGNOLIA F. BRIOSO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Sa Serbisyo ng Tapat at Maagap,
Edukasyon ang Dekalidad!



Sto. Domingo, Lungsod Iriga
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DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

RECEIVED
06 AUG 2025

CTRL No. 2025-08-262 f.

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

August 4, 2025

DIVISION MEMORANDUM

No. 262, s. 2025

**CO-CURRICULAR/EXTRA CURRICULAR ACTIVITIES SAFETY MONITORING
MECHANISM**

To: Assistant Schools Division Superintendent
Chief ES-SGOD & CID
Education Program Supervisors
OIC-Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Other Concerned

1. Recognizing the importance of experiential learning through meaningful co-curricular, extracurricular, and off-campus activities, our Department remains committed to upholding and prioritizing the safety and well-being of all learners while supporting their holistic development.

2. With this, our Division through the Learner Rights and Protection emphasizes the importance of a strong and consistent partnership between schools and parents/guardians, in promoting the safety of all learners particularly during their involvement in any co-curricular, extracurricular, and off-campus activities such as but not limited to: school-initiated activities conducted **beyond school hours (3:00 p.m onwards and during weekends)**, learner government activities, scouting programs, campus journalism activities, and non-academic and academic competitions.

3. To provide guidance in ensuring learner's safety, the following shall be observed by the schools and parents/guardians:

a. Pre-Activity: Parent/Guardian Communication

i. inform parents ahead of time regarding details of the activities (date, time, venue, objectives, transportation, and safety measures) through letter to parents, memorandums, or PTA meetings.

ii. Secure *parental consent forms* and update emergency contact information for each learner. (see Annex A)

b. Tracking Mechanism

i. *Student's Activity Log Card* – used to monitoring student's attendance to a specific activity which shall strengthen the accountability and cooperation between school and home. This card shall hold the record of the student's arrival in the activity venue, time of departure at the end of the activity, and time or arrival at home. Every student is required to accomplish this card and submit it to his/her adviser after the conduct of the activity. (enclosure no. 1)

ii. *Permit to Leave the Class*- this shall serve as an approval from the teacher or school authority allowing the student to leave the classroom for valid reasons (e.g official school activity, meetings, or practice within school



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only). This must also prevent unnecessary interruptions requiring a legitimate reason and formal approval before a student leaves a class.
(Enclosure No. 2)

iii. *Permit to Leave the Campus/School*- to prevent unauthorized roaming and reduces risk of accidents or untoward incidents, this permit shall be secured before allowing a student to leave the campus during/in-between class hours for valid reasons (e.g medical emergency, official school activity outside campus, etc.). (Enclosure No. 3)

vi. *Learner Safety & Emergency Card* - in addition to the wearing of school ID, each learner joining an off-campus activity should prepare and wear a safety and emergency card, which contain the following details: (emergency contact details, contact number of concerned teacher/s, allergies and other pertinent health information) *as per DO. No. 66, s. 2017, item VII.B.7*

c. Parent Collaboration and Coordination- establish a communication line (e.g., group chat, SMS update system) between parents and activity coordinators for real time updates especially during off-campus activities.

4. In the conduct of school activities, school must be guided with the *Safeguarding Protocols during Curricular and Co-Curricular Programs* as per Annex A of Regional Memorandum No. 1269, s. 2024 titled Dissemination of the Supplemental and Expanded Guidelines on the Implementation of DepEd Order No. 40, s. 2012 or the DepEd Child Protection Policy.

5. The Schools Division Office through the Learner Rights and Protection shall monitoring the compliance of this matter. For queries and further details, you may contact the Division Learner Rights and Protection Focal via email sharyl.ramos@deped.gov.ph.

6. For information, immediate dissemination and strict compliance with this memorandum is desired.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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PERMIT TO LEAVE THE CAMPUS/SCHOOL

Name of Learner:			
Grade Level:	Section:	Date:	
Time of Request:			
Name of Adviser:			
Reason for Leaving the Campus:			
Destination:			
Time of Departure:		*to be accomplished by School Security Guard/Personnel*	
Time of Arrival:		*to be accomplished by School Security Guard/Personnel*	
Requested by:		_____ (signature over printed name of the requesting teacher/parents) Date:	
Noted by:		_____ (signature over printed name of the adviser) Date:	
Approved by:		_____ (signature over printed name of School Head) Date:	

< insert school seal >

PERMIT TO LEAVE THE CLASS

Name of Learner:		
Grade Level:	Section:	Date:
Time of Request:		
Name of Adviser:		
Subject/s Affected:		
Reason for Leaving the Campus:		
Destination:		
Requested by:	_____ (signature over printed name of the requesting teacher/parents) Date: _____	
Noted by:	_____ (signature over printed name of the adviser) Date: _____	
Approved by:	_____ (signature over printed name of School Head) Date: _____	

STUDENT'S ACTIVITY LOG CARD (SALC)

Name of Student: _____ School: _____
 Grade Level & Section: _____ Contact Number: _____
 Name of Adviser: _____ Name of Parents/Guardians: _____

Activity Title	Date	Time of Arrival in School/Venue	Signature Over Printed Name of Requesting Teacher/Activity Head	Time of Departure	Signature Over Printed Name of Activity Head	Time of Arrival At Home	Signature Over Printed Name of Parents/Guardian	Remarks
e.g.: SHS Promenade	03/12/2025	4:30 p.m.	(Signature Over Printed Name of Requesting Teacher)	9:30p.m.	(Signature Over Printed Name of Activity Head)	9:50p.m.	(Signature Over Printed Name of Parents/Guradian)	

**Requesting teacher- refers to the teacher in-charge of the students participating the activity*
Activity Head- refers to teacher or non-teaching personnel who facilitates the activity