



Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
DEPARTMENT OF TOURISM
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
LAND TRANSPORTATION OFFICE
LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD
LEAGUE OF CITIES OF THE PHILIPPINES
LEAGUE OF MUNICIPALITIES OF THE PHILIPPINES

Joint Memorandum Circular No. 03, Series of 2019

SUBJECT : SAFETY IN THE CONDUCT OF ALL LOCAL OFF-CAMPUS ACTIVITIES OF HIGHER EDUCATION INSTITUTIONS (HEIs)

1. STATEMENT OF POLICIES

- 1.1 The State shall protect, foster and promote the right of all citizens to affordable quality education at all levels and shall take appropriate steps to ensure that education shall be accessible to all. The State shall likewise ensure and protect academic freedom and shall promote its exercise and observance for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high-level and middle-level professionals, and the enrichment of our historical and cultural heritage. State-supported institutions of higher learning shall gear their programs to national, regional or local development plans. Finally, all institutions of higher learning shall exemplify through their physical and natural surroundings the dignity and beauty of, as well as their pride in, the intellectual and scholarly life.
- 1.2 The Constitution mandates that government shall promote the quality of life of the people. Towards this end, Section 4, Article 1733 of the Civil Code provides that common carriers, from the nature of their business and for reasons of public policy, are bound to observe extraordinary diligence in the vigilance over the goods and for the safety of the passengers transported by them, according to all the circumstances of each case and Article 2180 which states that the obligation imposed by Article 2176 is demandable not only for one's own acts or omissions, but also for those of persons for whom one is responsible to wit:

“Xxx The owners and managers of an establishment or enterprise are likewise responsible for damages caused by their employees in the service of the branches in which the latter are employed or on the occasion of their functions...

Lastly, teachers or heads of establishments of arts and trades shall be liable for damages caused by their pupils and students or apprentices, so long as they remain in their custody.

The responsibility treated of in this article shall cease when the persons herein mentioned prove that they observed all the diligence of a good father of a family to prevent damage. (1903a)”

1.3 To ensure the well-being and safety of students at all levels and guarantee the quality of their learning and exposure, the Commission on Higher Education (CHED) in partnership with the Department of Tourism (DOT), Department of Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP) issues this Joint Memorandum Circular (JMC) for the conduct of all off-campus activities of HEIs.

1.4 It is the obligation of the HEIs to adopt mechanism for safety and welfare of all and observe due diligence in strict adherence therein and the requirements stipulated in this JMC and all existing issuances in conducting off-campus activities.

2. PURPOSE

2.1 This Joint Memorandum Circular (JMC) is issued to ensure close coordination and collaboration among pertinent agencies in assuring safety and to prevent the risks of students and the academic community in the conduct of all off-campus activities of all Higher Education Institutions (HEIs).

2.2 This JMC shall also serves as a guide for HEIs to follow. The HEIs in turn shall be responsible in coordinating with the participating agencies for the compliance of the specific requirements in conducting of all Off-Campus Activities.

3. COVERAGE

This circular shall apply to all student off-campus activities conducted by all HEIs.

4. DEFINITION OF TERMS

4.1 Off-campus activities refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

4.2 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.

4.3 Non-Curricular activities refer to off-campus activities that are considered as non-curricular or non-program-based activities

5. ESTABLISHMENT AND COMPOSITION OF THE COMMITTEE ON LOCAL OFF-CAMPUS ACTIVITIES OF HIGHER EDUCATION INSTITUTIONS (HEIs)

There is hereby created an Inter-Agency Committee of Local-Off Campus Activities of Higher Education Institutions (HEIs) herein referred to as the Committee which shall have the following membership:

- a. Commission on Higher Education
- b. Department of Tourism
- c. Department of Interior and Local Government
- d. Land Transportation Office

Chairman
Co-Chairman
Member
Member



- | | |
|---|--------|
| e. Land Transportation Franchising and Regulatory Board | Member |
| f. League of Cities of the Philippines | Member |
| g. League of Municipalities of the Philippines | Member |

6. ROLES AND RESPONSIBILITIES OF THE COMMITTEE

The Committees are hereby tasked to:

- a. Assist CHED in developing/revising Policies and Guidelines on Off-Campus Activities.
- b. Join the consultation and orientation of the Policies and Guidelines on Off-Campus Activities of Higher Education Institutions (HEIs)
- c. Convene regular meeting, if necessary.
- d. Ensure proper coordination in the implementation of this program.
- e. Join the monitoring and evaluation of the implementation of this program, if available
- f. Perform their respective roles and responsibilities in accordance with its mandates, to wit:

6.1 CHED

- a. Provides policies and guidelines on educational tours and field trips for HEIs to adhere to such as CHED Memorandum Orders (CMOs) and other pertinent issuances.
- b. Act as the lead agency in coordinating for the implementation of this JMC.
- c. Provide/share/link information or advisories on the program and activities of HEIs through various forms of media.
- d. Encourage to issue a policy/advisory in support and/or to complement with this program.
- e. Encourage to issue a policy/advisory in support and/or to complement with this program.
- f. Provides the secretariat to support the Committee

6.2 DOT

- a. Provides primary planning, programming, coordinating, implementing and regulatory government agency in the development and promotion of the tourism industry, both domestic and international, in coordination with attached agencies and other government instrumentalities.
- b. Instills in the Filipino the industry's fundamental importance in the generation of employment, investment and foreign exchange.
- c. Designs and provides support for dissemination of materials for publicity as tourist attractions in the Philippines; promote Educational and cultural tours to increase travel within the country.
- d. Issues copy of Accreditation Certificate of Travel Agency or Tour Operator
- e. Encourage to issue a policy/advisory in support and/or to complement with this program.
- f. Provide/share/link information or advisories on accredited primary and secondary tourism enterprises such as, Travel Agency or Tour Operator, Tour Guides, accommodation, etc.



6.3 DILG

- a. Issue Memorandum Circular to ensure compliance reiterating the revised CMO and all other issuances addressed to all LGUs focused on LUCs.
- b. Encourage to issue a policy/advisory in support and/or to complement with this program.
- c. Provide/share/link information or advisories on hazardous/restricted/dangerous areas through various forms of media.

6.4 LTO

- a. Enforces Land Transportation Laws, Rules and Regulations and other special laws.
- b. Encourage to issue a policy/advisory in support and/or to complement with this program.
- c. Provides information upon written request of HEIs such as, among others: registration of vehicle/name of operator/plate number/motor and chassis number/OR number.

6.5 LTFRB

- a. Prescribes and regulates routes of service, economically viable capacities and zones or areas of operation of public land transportation services provided by motorized vehicles in accordance with the public land transportation development plans and programs approved by the Department of Transportation;
- b. Issues, amends, revise, suspends or cancel Certificates of Public Convenience or permits authorizing the operation of public Land Transportation services provided by motorized vehicles, and to prescribe the appropriate terms and conditions therefore;
- c. Encourage to issue a policy/advisory in support and/or to complement with this program.
- d. Provide/share/link information or advisories on hazardous/restricted/dangerous areas through various forms of media.

6.6 LGU Cities and Municipalities

- a. Act appropriately on the coordination made by the HEI with information on risk reduction measures on the areas of interests, and dangers/restricted/hazardous areas, among others.
- b. Provide emergency contact details to ensure public order and safety.
- c. Encourage to issue a policy/advisory in support and/or to complement with this program.
- d. Provide/share/link information or advisories on hazardous/restricted/dangerous areas through various forms of media.



7. ADMINISTRATIVE SUPPORT

- 7.1 Each agency shall provide full support and cooperation with the institution in securing/access of services to respective participating agencies.
- 7.2 Each agency shall provide appropriate advocacy materials that would inform the public of the guidelines and monitoring mechanisms to ensure the safety and security of higher education students.

8. EFFECTIVITY

This circular shall take effect immediately.

J. PROSPERO E. DE VERA III, DPA
Officer-In-Charge
Commission on Higher Education



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BERNADETTE ROMULO-PUYAT
Secretary
Department of Tourism

EDUARDO M AÑO
Officer-In-Charge
Department of the Interior and
Local Government



EDGAR C. GALVANTE
Assistant Secretary
Land Transportation Office



MARTIN B. DELGRA III
Chairman
Land Transportation Franchising
and Regulatory Board



EDGARDO D. PAMINTUAN
National President
League of Cities of the Philippines

MARIA FE VILLAR-BRONDIAL
National President
League of Municipalities of the Philippines

