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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 137, s.2026

**ESTABLISHING THE PROCEDURAL REQUIREMENTS FOR REQUESTS TO
CONDUCT COMMUNITY-BASED ACTIVITIES IN SCHOOLS**

To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
All Public Elementary and Secondary School Heads
All Others Concerned

1. In accordance with **DepEd Order No. 66, s. 2017** (Implementing Guidelines on Partnerships) governing school activities and stakeholder engagement, and **DepEd Order No. 40, s. 2012** (Child Protection Policy) which requires all school activities, including community-based activities, comply with child protection standards, this Office hereby establishes the procedural requirements in the conduct of community-based activities in the elementary and secondary public schools.
2. Such activities may include, but are not limited to, **clean-up drives, coastal clean-ups, tree-planting activities, environmental advocacy programs, and similar initiatives**. These must be consistent with DepEd policies, child protection standards, safety protocols, and all existing rules and regulations of the Department.
3. The Following General Policy Guidelines must be **followed at all times**:
All community-based activities must be:
 - a. Voluntary and non-disruptive to instructional time;
 - b. Aligned with DepEd's mandate and existing policies;
 - c. Free from political, partisan, commercial, or religious endorsement;
 - d. Compliant with child protection policy standards.
 - e. No activity shall be conducted without prior written approval from the Schools Division Office.
 - f. Participation of learners shall require written parental consent, where applicable.
 - g. Activities involving physical labor (e.g., clean-up drives, tree-planting) must include safety measures and risk mitigation plans.
4. All requesting parties must submit the following documents to the Office of the Schools Division Superintendent, endorsed by the concerned School Head:
 1. Formal Letter of Request addressed to the Schools Division Superintendent;
 2. Approved Project Proposal;
 3. List of Organizers and Responsible Persons with contact details;
 4. Endorsement from the School Head;
 5. Parents' Permit / Parental Consent Forms
 6. Letter of approval or permit from the concerned Local Government Unit, when applicable.



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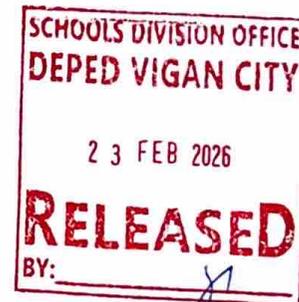




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5. All requesting parties are directed to refer to *Attachment A* for the complete checklist of submission requirements. Compliance with the checklist indicated is required for the processing of all requests.
6. Incomplete submissions shall not be processed. No activity shall proceed without written approval of the SDS.
7. This Memorandum shall take effect immediately upon issuance and shall remain in force unless rescinded or amended.
8. For immediate dissemination and strict compliance.


VILMA D. EDA, CESO V
Schools Division Superintendent



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Attachment A

**DOCUMENTARY REQUIREMENTS CHECKLIST FOR
 COMMUNITY-BASED ACTIVITIES IN SCHOOL**

Project/Activity _____ **Title:** _____

Proponent/Office/School: _____

Date Submitted: _____

Please check (✓) the documents submitted and ensure completeness before routing.

No.	Required Document	Submitted (✓)	Remarks
1	Formal Letter of Request addressed to the Schools Division Superintendent <input type="checkbox"/>	_____	_____
2	Approved Project Proposal <input type="checkbox"/>	_____	_____
3	List of Organizers and Responsible Persons with contact details <input type="checkbox"/>	_____	_____
4	Endorsement from the School Head <input type="checkbox"/>	_____	_____
5	Letter of Approval/Permit from the concerned Local Government Unit (if applicable) <input type="checkbox"/> N/A <input type="checkbox"/>	_____	_____
6	Parents' Permit / Parental Consent Forms <input type="checkbox"/>	_____	_____

Reviewed by:

CHERRY JOY D. GARMA
 Senior Education Program Specialist
 School Governance and Operations Division



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