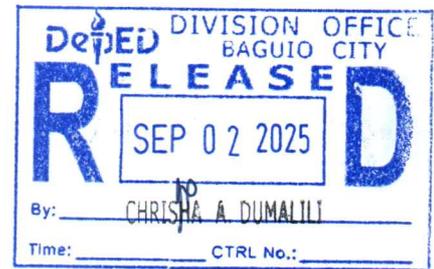




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



September 2, 2025

DIVISION MEMORANDUM

No. **528-2025**

INVITATION FOR FIELD PARTICIPANTS TO THE WRITESHOP FOR THE REVISION AND AMENDMENT OF DEPED ORDER NO. 66 S. 2017

To: Chief Education Supervisors
Public Schools District Supervisors
Public Secondary School Heads
DFSSLG Advisers and Officers
FPTA identified participants
All Others Concerned

1. Pursuant to Memorandum OM-OUGOPS-2025-01-04825, on the *Invitation for the field participants to the Writeshop for the Revision and Amendment of DepEd Order 66 s, 2017 (Implementing Guidelines on the Conduct of Off-Campus Activities)* on **September 3-5, 2025, in Baguio Teachers Camp.**
2. The writeshop is the third activity in a series of seven (7) policy engagement aimed at reviewing and revising the provisions of DepEd Order No. 66, s. 2017. The primary objective is to refine and amend the existing provisions of the DepEd order to ensure clarity, relevance, and alignment with feedback from external stakeholders and the regional directors. In reference to this memorandum, attached herewith is OM-OUGOPS-2025-01-04825.
3. Identified participants are the following:

Name	Position/ Designation	Schools Division Office
Whitney A. Dawayen	Principal IV	Baguio City High School SDO Baguio City
Judie Anne B. Carmelo	FPTA - Secretary	SDO Baguio City
Ivy Labayne	FPTA - Vice president	SDO Baguio City
Angela Delos Reyes	DFSSLG PIO	Baguio City High School SDO Baguio City
Darell Kyle Navalta	DFSSLG Vice President	Pines City National High School - JHS SDO Baguio City

4. For clarification and queries, please contact Augie Perl Simangan, Project Development Officer I-Youth Formation Coordinator through 074 442 4326.
5. Immediate dissemination of this memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:


CARMEL F. MERIS
OIC – Assistant Schools Division Superintendent



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUGOPS-2025-01-04825

FOR : **BENJAMIN D. PARAGAS**
Regional Director, Region II

RONNIE S. MALLARI
Regional Director, Region III

ALBERTO T. ESCOBARTE
Regional Director, Region IV-A

NICOLAS T. CAPULONG
Regional Director, Region IV-B

ESTELA P. CARIÑO
Regional Director, CAR

FROM : **MALCOLM S. GARMA**
*Assistant Secretary for Operations, Officer-In-Charge,
Office of the Undersecretary for Governance and Operations*

SUBJECT : **INVITATION FOR FIELD PARTICIPANTS TO THE WRITESHOP FOR THE REVISION AND AMENDMENT DEPED ORDER NO. 66 s. 2017 ON SEPTEMBER 3-5, 2025 IN BAGUIO TEACHERS CAMP**

DATE : August 20, 2025

Pursuant to the establishment of the Technical Working Group (TWG) through OO-OSEC-2025-070 dated April 8, 2025, titled "Creation of a Technical Working Group for the Review of DepEd Order No. 66, s. 2017," the Office of the Undersecretary for Governance and Operations (OUGOPS) will conduct a Writeshop that will be held on **September 3-5, 2025 at the Baguio Teachers Camp** as part of the series of policy activities aimed at revising and amending the provisions of DepEd Order No. 66, s. 2017 (Implementing Guidelines on the Conduct of Off-Campus Activities).

The Writeshop is the third activity in a series of seven (7) policy engagements aimed at reviewing and revising the provisions of DepEd Order No. 66, s. 2017. This activity will consolidate the insights and recommendations gathered from the first two engagements. The primary objective is to refine and amend the existing provisions of the DepEd Order to ensure clarity, relevance, and alignment with feedback from external stakeholders and the regional directors.

In this regard, **we would like to invite field participants from your respective regions** to actively participate in the writeshop for the revision and amendment of DepEd Order No. 66, s. 2017. Their expertise and contributions as the representatives of their specific regions are vital to the success of the draft DepEd Order on Off-Campus activities. Attached as Annex A is the names of the invited participant and their Schools Division Office. Further, we have

ANNEX A

List of Field Participants

Name	Position/Designation	Schools Division Office
Virgil F. Reyes	Head Teacher	SDO Isabela, Region II
Jay-Ar D. Catabona	Head Teacher III, Officer-in-Charge	SDO Nueva Ecija, Region III
Joseph Tito Ocampo	School Head	SDO Cavite, Region IV-A
Francoise Marie C. Gubatan	Project Development Officer I – Youth Formation Office	SDO Oriental Mindoro, Region IV-B
Whitney A. Dawayen	Principal IV	SDO Baguio City, CAR
Parent-Teacher Association	Representative	SDO Baguio City, CAR
Parent-Teacher Association	Representative	SDO Baguio City, CAR
Supreme Secondary Learner Government	Representative	SDO Baguio City, CAR
Supreme Secondary Learner Government	Representative	SDO Baguio City, CAR

allotted slots for representatives of Parent-Teacher Associations and Supreme Secondary Learner Government to participate in the aforementioned policy activity. Also attached as Annex B is the schedule of activities for your reference. Further we kindly request for your office to confirm the attendance of your selected field participants on or before **August 26, 2025 (Tuesday)**.

Expenses relative to the attendance of the DO 66 s. 2017 secretariat and participants from the Central Office, and participants from the field such as board and lodging and travel expenses will be charged against FY 2025-CO-GMS or the available funds allotted for the Office of the Undersecretary for Operations (OUOPS) subject to existing accounting and auditing rules and regulations set by the Department.

Should you have any questions or require further details, please contact the Office of the Undersecretary for Operations at (02) 8633-5313 or via email at **ouops@deped.gov.ph**

For information and consideration.

ANNEX B

Schedule of Activities

Day 1: Opening of Writeshop on the Revision and Amendment of DO 66, s. 2017 (September 3, 2025)		
Time	Activity	Lead / Responsible
7:00 AM – 12:00 PM	Travel Time to Baguio City	-
12:00 PM – 1:00 AM	Lunch	-
1:00 PM – 2:00 PM	Registration and Distribution of Kits	Secretariat
2:00 PM – 3:00 PM	Opening Program <ul style="list-style-type: none"> • Preliminaries • Welcome Remarks • Expectation Setting • Program Overview • Photo Opportunity 	Secretariat
3:00 PM – 3:15 PM	Health Break	
12:00 NN – 1:30 PM	Lunch	-
3:15 PM – 5:00 PM	Session 1: Policy Writing	Participants
5:00 PM – 6:00 PM	Breakout Session	Participants
6:00 PM onwards	Dinner	-

**Day 2: Writeshop – Technical Revision and Rewriting
(September 4, 2025)**

Time	Activity	Lead / Responsible
7:00 AM – 8:00 AM	Breakfast	-
8:00 AM – 8:30 AM	Recap and Mechanics of Writeshop	Facilitator
8:30 AM – 10:00 AM	Session 2: Refinement of Key Definitions and Guidelines (Sections 1–4)	Group Leads
10:00 AM – 10:15 AM	Health Break	-
10:15 AM – 12:00 NN	Session 3: Safety Protocols, Legal Provisions (Sections 5–8)	Group Leads
12:00 NN – 1:30 PM	Lunch	-
1:30 PM – 3:30 PM	Peer Review of Draft Revisions	All Participants
3:30 PM – 3:45 PM	Break	-
3:45 PM – 5:30 PM	Incorporation of Comments into Final Draft	Secretariat/Tech Team
6:00 PM onwards	Dinner	-

Day 3: Finalization, Adoption & Closing Ceremonies (September 5, 2025)		
Time	Activity	Lead / Responsible
7:00 AM – 8:00 AM	Breakfast	-
8:00 AM – 8:30 AM	Recap of Session 3	Secretariat
8:30 AM – 10:00 AM	Session 4: Inclusion of Provision for Palarong Pambansa, National Schools Press Conference, National Festival of Talents, and other Off-Campus Curricular Activities	Technical Team
10:00 AM – 10:15 AM	Health Break	-
10:15 AM – 12:00 PM	Session 5: Writing Learner Protection, Safety, and Risk Management Provisions	Lead Facilitator
12:00 PM – 1:30 PM	Lunch	-
1:30 PM – 3:00 PM	Recap of Sessions 4 and 5	Technical Team
3:00 PM – 3:15 PM	Health Break	-
3:15 PM – 4:00 PM	Final Review of the Draft DepEd Order on the Conduct of Off-Campus Activities	Technical Team
4:00 PM – 4:30 PM	Awarding of Certificates	Secretariat
4:30 PM – 5:00 PM	Closing Remarks and Ways Forward	Secretariat
5:00 PM to 6:00 PM	Break	-
6:00 PM onwards	Dinner	-