

Republic of the Philippines
MINDANAO STATE UNIVERSITY

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER FOR FIELD TRIPS/EDUCATIONAL TOURS (Based on CHED Memo No. 17, Series 2012)

1. A written request from the faculty handling the course with the recommendation of the Department Chairperson & favorable endorsement of the Dean & the Vice Chancellor for Academic Affairs to be submitted to the Office of the President.
2. Needed Attachments:
 - a. *Authentic course syllabi (except for the exposure trips initiated or sponsored by the college).*
 - b. *Policy of student's accident insurance (photocopy) from the Division of Student Affairs (DSA) Office.*
 - c. *Letter of acceptance from the head of institution of individual student contribution.*
 - d. *Estimate of individual student contributions.*
 - e. *Computerized master list of students and faculty chaperone(s).*
 - f. *Authentic parent's consent (waiver) **duly-notarized** subject of verification.*
 - g. *Medical certificates of students and Medical Kits are provided. Medical Clearance duly signed by the Parents or Physician or Waiver.*
 - h. *Vaccination Card photocopy (**for the COVID-19 Pandemic**).*
 - i. *Itinerary of travel indicating major stopovers & activities to be undertaken*
 - j. *Certification from the concerned faculty that a Pre-Departure Briefing to students and other faculty members has already been done.*
3. All the above requirements shall be submitted to the OVCAA not later **than three (3) weeks before the scheduled field trip** to allow time for verification of requirements & processing of the Special Order.
4. There shall be one **(1) faculty chaperone** for every **forty (40) students** who shall be responsible for looking into the welfare of the students during the entire duration of the field trip, in no case students shall spend for the food & accommodation of the faculty chaperone.