

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Maynila

January 27, 1976

DEPARTMENT MEMORANDUM  
No. 24, s. 1976

GUIDELINES FOR THE IMPLEMENTATION OF THE  
INTER-REGIONAL STUDENT EXCHANGE  
PROJECT FOR SUMMER, 1976

To the: Regional Directors  
Schools Superintendents

1. The Inter-Regional Student Exchange Project of the Educational Travel and Tourism Program of the Department of Education and Culture and the Department of Tourism for 1976 will be held in two groups. The first group, composed of third year students from Luzon, will tour the Visayas and Mindanao regions from March 29 to April 26, 1976. The second group composed of fifth grade pupils from Visayas and Mindanao will tour the Luzon region from April 26 to May 4, 1976.

2. In this project, each region is expected to (a) send a group of student-tourists and (b) host a group of student-tourists coming to the region. The mode of exchange is as follows:

First Batch - March 29 to April 26, 1976

<u>Sending Region</u>		<u>Host Region</u>
Region I	-	Region VIII
Region II	-	Region VI-B (Negros Occ.)
Region III	-	Region X
Region IV	-	Region VII
Region V	-	Region IX
Region VI-A (Panay Group)	-	Region XI

Second Batch - April 20 to May 4, 1976

<u>Sending Region</u>		<u>Host Region</u>
Region VII	-	Region IV
Region VIII	-	Region I
Region IX	-	Region V
Region X	-	Region III
Region XI	-	Region VI-A (Panay Gr)
Region VI-B (Nag. Occ.)	-	Region II

3. In this year's project, ten (10) participants from each region will be chosen, eight (8) students and two (2) chaperons or four (4) boys and four (4) girls; one (1) male chaperon and one (1) female chaperon. Regions I, II, III, IV, V and VI-A will send Third Year students and Regions VII, VIII, IX, X, VI-B will send Grade V pupils. Inversely, Regions I, II, III, IV, V and VI-A will host Grade V pupils and Regions VI, VII, VIII, IX, X, XI, and VI-B will host Third Year students.

4. For the implementation of this project, the following guidelines are hereby given:

- a. In the selection of participants, both for students and chaperons, the screening should be done, first at the school level then at the district, division and regional level. Final screening should be done at the regional level. All schools, districts, and divisions should be represented in the nomination and screening process. Each division should be represented by at least one participant for this project. Nominees should come only from the public or government schools. Students and teachers who have joined one team before should no longer be included. Priority should be given to students from low-income families. Relatives of SDO/DCI officials up to the 2nd degree should likewise be disqualified from joining the team.

- b. A list of the participants should be submitted to the Department of Education and Culture and to the Department of Tourism with a copy of each participant's bio-data, medical certificate, teachers' certification as to performance and conduct, and parents' permission. Please indicate also the school and division where the student comes from.

Deadline for the submission of the list of participants are:

- (1) For the first batch - Feb. 26, 1976
- (2) For the second batch - March 1, 1976

- c. Host regions, in coordination with the local tourism officials, should prepare an itinerary of travel for the visiting students. This should include official calls on government officials, visits to historical and scenic spots, tours to local industries, socials, etc. The itineraries of travel should likewise be submitted to the Department of Tourism on or before the following dates:

- (1) For the first batch - March 1, 1976
- (2) For the second batch - April 1, 1976

- d. An orientation period of at least one week should be given the participants before departure to give them a chance to know one another. This period should also be spent in learning about the region to be visited, learning some local songs or dances, as well as games and skits which they can share with their "buddies" and hosts. Some basic instructions on first aid and travel tips should also be given during the orientation. Again, close coordination between the local tourism officer and the PEO committee is suggested.

- e. An evaluation of the project should be made at the end of the tour. The region may devise a questionnaire for student-participants, parents, tourism officials, private individuals, etc. Reports of evaluation should be submitted to the Department of Education and Culture on or before May 31, 1976.
- f. Suggested criteria for the selection of student-participants and chaperons are enclosed. It is suggested that the Regional Nomination and Screening Committee follow them as closely as possible.

5. As per previous agreement, the Department of Tourism shall shoulder the expenses for the transportation of the participants to and from the region of destination. Each participant should pay a nominal fee of \$50 each to help shoulder local tour expenses of the incoming students. The amount collected shall be turned over to the Regional Tour Office or to the Committee on Local Tours. The Department of Education and Culture shall provide the accommodation and meals of the participants. It is suggested that the students be housed in one place so as not to waste time in assembling them and seeing them home. A night or two with their "buddies" will be sufficient experience for them to be with host families.

6. Also enclosed are some pointers for chaperons and travel tips which may help in the successful implementation of the project. The Evaluation Report for the Exchange Project, 1975 is also enclosed for further guidance of the Regional Travel Committee.

7. Regional directors should coordinate with the directors paired with them. Should problems arise, communication may be sent to the Educational Travel and Tourism Committee of the Department of Education and Culture or to the Students Affairs Section, Bureau of Promotion, Department of Tourism, Manila.

(SGD.) JUAN L. MANUEL  
Secretary of Education and Culture

Incl.:  
As stated

Reference:

Department Memorandum: No. 21, s. 1975

Allotment: 1-2—(D.O. 1-76)

To be indicated in the Perpetual Index under  
the following subjects:

BUREAUS and OFFICES  
OFFICIALS  
PROGRAM, SCHOOL  
PROJECTS  
PUPILS  
REPORTS  
SCHOOLS  
STUDENTS  
TRAVEL  
VISITS

SUGGESTED CRITERIA FOR SELECTING  
STUDENTS/PUPILS

1. Must be the most outstanding Grade V/Third Year students in the school as manifested by:
  - a. Class standing
  - b. Leadership in curricular and co-curricular activities
  - c. Special talents, e.g. singing, dancing, declaiming, etc.
2. Must be of good moral character as certified by all the teachers of his class.
  - a. Sociable
  - b. Cooperative
  - c. Adaptable
  - d. Honest
  - e. Funstual
  - f. Self-reliant
  - g. Courteous
3. Must be in good physical health as certified by the physician.
4. Must belong to low income families.
5. Must not be a relative within ~~second degree~~ of DRC or DOP officials.
6. Must have had minimal or no travel experience.

SUGGESTED CRITERIA FOR SELECTING  
TEACHER CHAPERONS (2)

1. Must be a teacher of Grade V/Third Year classes
2. Must be of good moral character
  - a. Sociable
  - b. Patient
  - c. Understanding children/adolescents
  - d. Does not drink or smoke
3. Must be in good physical health

4. Must have basic knowledge of first aid
5. Must be able to apply group dynamics
6. Must be alert and resourceful
7. Must be willing to join the team by himself
8. Must be able to answer questions related to the team

TO THE TEACHER-CHAPERONES

Congratulations! You have been chosen to accompany your students on the first Inter-Regional Student Exchange Project of the Educational Travel and Tourism Program of the Department of Education and Culture and the Department of Tourism. For the tour, you will travel to some of our country's historical and beauty spots. Since you will be working during the summer vacation you will be given service credits for the duration of this tour. When you return you will be requested to evaluate the tour, so please do the following:

1. Observe the reactions and behavior of the students during the trip/tour, free time, etc.
2. Discuss the activities for the day with the students during their free time to determine:
  - a. Which activity/activities they like best
  - b. Which one they did not like
  - c. What activities should have been included
  - d. What activities should not have been included
3. Keep a record of your observations and findings in a log or diary.

You will also be asked to submit a report after the tour. Submit your report to the Educational Travel Committee of the Department of Education and Culture together with the scrapbook the group has prepared.



### TIPS TO CHARTERS

To maximize your role as a second parent of the students on the tour, it will be helpful to:

1. Get acquainted with every student before the tour. Study their bio-data.
2. Know at all times where the children are. Observe discipline right from the start. Devise a system of checking the students before leaving and upon arrival.
3. Apply group dynamics in getting things done with the students under your charge. For instance, cooperatively set standards of behavior with them.
4. Plan some social activities for the students and host pupils. Be prepared with some parlor games and social mixers.
5. Be ready to answer questions from the students during the tour. Make a background study of the destination.
6. Encourage the children to keep diaries. Provide time for diary writing before they retire.
7. Encourage painting, drawing, writing poems or short stories, etc. These will be compiled into a scrapbook after the trip. Assign student-to-student daily to help in collecting and finishing work.
8. Remind your students to be careful with their valuables. Tell them to perform necessities before leaving for any tour.
9. Prepare a list of possible reference numbers and points (places) just in case any student wanders from the group.
10. Prepare such medicine like cold, cough and fever pills, insect repellent and bite soothers, Vick's VapoRub, salt pills, amonia, band-aid strips, Burn ointment, Diataba and benzamine tablets.

11. For long trips (e.g. Zamboanga), prepare snacks for students and appropriate entertainment to forestall boredom.
12. For Baguio excursions, remind students not to take pictures of Igorots if money is not available, matches can be prepared for Igorot natives.
13. Giving small gifts of appreciation to the hosts is advisable.
14. In Zamboanga, advise students on the proper way of addressing Muslims (for visits to Sultan Village).

FOR STUDENTS:

1. Travel light.
2. Bring as little jewelry as possible.
3. Listen to all instructions given by the chaperon.
4. Be punctual and courteous at all times.
5. Always ask permission from the chaperon when you leave the group.
6. Report illness to the chaperon.
7. Promote the Educational Travel and Tourism Program to everyone.

CHECKLIST FOR STUDENT PARTICIPANTS:

Rubber soles	Altheon tissue
Flashlight	Fajans
Pencil and ballpen	Stinging Powders
Paper	Sunglasses
Diary	Thread & needle (optional)
Toothbrush	Camera (optional)
Soap	Swimsuits (for Legazpi and Zamboanga)
Towel	Sturdy hats (for Legazpi)
Baby oil or insect repellent	Long sleeved shirts
Three (3) pairs of pants	
Five (5) Shirts/2-shirts	
Canteen or water jug	
Underwear	Long socks & rubber
Sweaters or jackets (for Baguio and Zamboanga)	binds (for hiking)
	Hairbrush/comb

EDUCATIONAL TRAVEL AND TOURISM PROGRAM  
1975

EVALUATION REPORT

A. PROGRAM IN GENERAL:

The activities of the program were enriching and educational enough. The visit to the historical and cultural landmarks gave all two hundred students insights into the history, culture and the customs and traditions of the areas visited.

B. MODE OF TRANSPORTATION:

1. BY AIR - The groups which took planes arrived on time to their respective destinations. A few cases of airsickness were reported for reasons that the students concerned were either having their first plane ride or that they were simply not used to travelling.

2. BY SHIP - Schedules of ship arrivals and departures especially that of Sweet Lines were so unreliable. A delay of 2-12 hours resulted in the constant revising of itineraries making the groups concerned miss their connecting train/bus/plane ride from Manila to their respective destinations. Negros Navigation schedules on the other hand were most of the time ahead of sked so much so that the participants and evaluators complained of their long stay at the pier awaiting DOG reception committee.

3. BY TRAIN - The train ride was enjoyable as far as the students were concerned except that some of the Tagalog students had to stay in the economy class couch on their way to Manila because of unconfirmed reservations with the Philippine National Railways.

4. BY BUS - Bus trips taken were on the economy class which most participants complained about because of cramped space, heat and dust, and the long travelling time. This was especially true of the tour of Ibañeta-Cagayan where students stayed on buses 12 out of 24 hours during the day.

C. FOOD AND ACCOMMODATIONS:

Food was quite satisfactory, though most of the time were served off-schedule. There were instances where during long bus-rides snacks were overlooked.

The participants were lodged in public schoolhouses, but in some regions Girl/Boy Scout headquarters were utilized. In Sagayan de Oro City the participants were billeted at the YMCA dormitory. Beddings were provided for the DEC officials. Lodging facilities were good except for problems like low water pressure and lack of comfort rooms. The groups in Davao City and Legazpi were put up with host families for the whole duration of the tour. DOT/DEC officials had difficulty in gathering the participants in these areas resulting in time waste.

D. LOCAL TRANSPORTATION:

There was difficulty on the part of DOT field offices to hire good sturdy buses for the duration of the tour because of budget limitations. Each region was allocated P1,000 for local tours. The participants were supposed to pay a nominal fee to subsidize part of the tour, but only a few regions made the collection. Davao City utilized the DOT combie for the whole duration of the tour. In Zamboanga the DOT combie was also utilized during the last two days of the tour because funds were already exhausted. The students and chaperons plus the numerous DEC officials and teachers who tagged along, since the school were picked in the combie which had to make several trips back and forth to ferry them.

E. SELECTION OF PARTICIPANTS/TEACHER PARTICIPATION:

1. Teacher-chaperons -

As a whole the public school teachers who chaperoned the students were responsible enough to supervise their charges and competent to handle difficult situations.

The female chaperon from MFOCC and both chaperons from Legazpi were the same teachers who accompanied last year's EITP group to their respective regions. Some chaperons, when interviewed about EITP and its objectives, failed to answer. This shows their unawareness of the program's objectives.

2. Student Participants -

Some of the participants also showed obvious unawareness of the spirit of the program. The students likened their trip to one grand holiday tour and this was apparent in petty complaints jotted down and reported by their respective chaperons - complaints like poor toilet facilities, jam-packed bus rides, the heat and the economy class transportation provided for them, etc. The grade school participants were more alert and bright, demonstrating exceptional ability to comprehend things being taught.

There were several cases wherein the participants were related to SER local officials.

F. PARTICIPATION OF GOVERNMENT OFFICIALS:

The program for this year had all-out support of the local government officials. The governor of the province of Isabela provided the participants of the region with pocket money. The cooperation of these officials was instrumental in making this year's program a success.

G. PARTICIPATION OF THE PRIVATE SECTOR:

The private sector's support was also evident but to a lesser degree. The meals of the participants were provided for by such civic groups as the Rotarians, the Lions Club, Jaycees and individual businessmen.

H. RECOMMENDATIONS:

Based on observations and the evaluation reports of EOT chaperons, the following recommendations are made:

PROGRAM IN GENERAL:

1. Continue the program. This is a viable means of promoting domestic tourism and student and youth travel as proven by Pilot Projects I and II.
2. It is still a must for representative of the ETRP committee to make preparatory visits a month before the actual start of the tour to guarantee a flawless tour, especially when local funding is involved.
3. Tours should not be held simultaneously in order to afford more time for the project staffers as well as regional officers to supervise the project directly.
4. DEC must provide a counterpart fund for the program.
5. Criteria for selection of participants should be revised.
6. More people should be assigned to take charge of the actual implementation of the project to ensure flawless operation.
7. Closer coordination between IO and DEC ETRP committees for orientation, preparation of itineraries, and actual implementation of the project.

FOR THE PROGRAM COMPONENTS

1. ACTIVITIES:

1. Informative mimeographed copies should be distributed and read before and during touring spots of educational value.
2. Brief lectures on history of the regions/cities/provinces to be visited should be given before actual start of tour.
3. Student tour guides should undergo training/orientation to take them more informative.

4. Schedules of itineraries should not be too heavy to allow the students to rest.

II. FOOD AND ACCOMMODATIONS:

1. Members of the committees should have a checklist of needed things especially for excursions.

2. Meals should be served exactly on schedule.

3. Accommodations and sanitary facilities should be examined regularly to ensure cleanliness and good living conditions.

4. A system should be devised so as not to waste time in gathering or assembling the participants lodged with host families.

III. LOCAL TRANSPORTATION:

Cost of transportation should be shouldered by both DDC and DOT or by the students themselves on a nominal fee. Another alternative is to utilize school buses; in this case only gasoline expenses will be incurred.

IV. SELECTION OF PARTICIPANTS/THEIR PARTICIPATION:

1. Teachers and students who have previously joined the program should be disqualified from joining it again.

2. An intensive orientation program is necessary to make participants (students and teachers alike) aware of the program's objectives. They must also be briefed on the idea behind student travel so they would not expect first class or luxurious travel.

3. The importance of time should be instilled in both teachers and students.

4. Students should be reminded to bring light pieces of luggage.

5. First-aid lessons are advisable.
6. There should be rigid screening and selection of participants. Relatives of REC/DOF officials up to the 4th degree should be disqualified from joining.
7. Students from the low-income bracket should be given priority.

V. HOST STUDENTS:

Student-hosts should be given a seminar on tour guiding and be correspondingly oriented on the goals of the program.

VI. PARTICIPATION OF GOVERNMENT OFFICIALS:

Information materials on EITP and its objectives should be disseminated to government officials so as to maintain their full support.

VII. PARTICIPATION OF CIVIC GROUPS

The private sector, especially civic organizations like Rotary Clubs, Lions Club etc... should be duly informed about the program and its objectives so as to get their all-out support for the program.

Youth organizations should also be tapped.

OTHERS

1. To minimize expenses for transportation (plane/train/plane/ship/train/bus) concessions for maximum discounts should be worked out with agencies concerned.
2. As much as possible, ships should not be utilized to ferry the participants to and from their destinations as it entails longer time.
3. Preparations for the implementation of projects should be undertaken a month before actual start of tour.