

**UNIVERSITY OF THE PHILIPPINES**  
**DILIMAN** **QUEZON CITY**  
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**OFFICE OF THE CHANCELLOR**

February 19, 2019

MEMORANDUM NO. MLT-19-083

TO : Deans, Directors, Head of Units  
Concerned Faculty

SUBJECT : 1. Guidelines on Long-Term Academic Field Activity (UPD  
Academic Type 1B)

2. Guidelines on On- and Off- Independent Academic Field Activity  
(UPD Academic Type 4)

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Please find attached the following guidelines by the Office of the Vice Chancellor for Academic Affairs as consolidated by the Office of Field Activities (OFA) Diliman:

1. Guidelines on Long-Term Academic Field Activity (UPD Academic Type 1B);  
and
2. Guidelines on On- and Off- Independent Academic Field Activity (UPD  
Academic Type 4).

This is also to remind everyone to exercise due diligence in the conduct of any academic field activity especially outside the University campus.

For questions and clarifications on University policies related to academic field activities, please contact the Office of Field Activities (OFA) Diliman at local 2059 or email [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph).

For compliance of all concerned.



MICHAEL L. TAN, Ph.D.  
Chancellor

Attached:a/s

## Guidelines on Long-Term Academic Field Activity (UPD Academic Type 1B)

The University recognizes that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.<sup>1</sup>

### SCOPE

This guideline shall cover the following type of academic field activities:<sup>2</sup>

Type 1B: Off-campus field activity under the *immediate* supervision of a regular faculty member in-charge or faculty coordinator-administrator, as applicable, such as **field school** that normally lasts for more than five (5) days.

### GUIDELINES

Following are guidelines and minimum requirements for AFA Type 1B:

1. AFAs must be clearly indicated in the course syllabus. These should be linked to the learning objectives of the course.
2. At least two weeks prior to the official start of classes indicated in the approved academic calendar, a consolidated list of academic field activities shall be submitted by Departments or Institutes thru the Dean or Head of Academic Unit to the OVCAA Office of Field Activities Diliman using the prescribed template (OVCAA OFA Form 03).
3. The faculty-in-charge shall properly inform the students if the course requires academic field activity participation. Information dissemination shall be done through:
  - a. Enlistment. Prior to the enlistment of the subject, the department shall indicate the phrase "**WITH REQUIRED ACADEMIC FIELD ACTIVITY**" under the CRS remarks section.
  - b. Orientation. Orientation in class within the period allowing Change of Matriculation shall be conducted by the faculty-in-charge to ensure that all students are well-informed about the academic field activity. Protocols and important matters must be clearly discussed by the faculty-in-charge during orientation.
4. The faculty-in-charge shall obtain participation agreement by students as well as proper permissions by Head of Unit and field partner prior to the conduct of field activity (OVCAA OFA Form 02). The Student Participation Agreement (SPA) is a

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<sup>1</sup> In the preceding Memoranda (OVCAA-BMP 15-094, 15-094-A and 16-094B, and 17-094-C) we noted that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.

<sup>2</sup> For the purposes of the University, AFAs have been classified into Types 1A, 1B, 1C, 2A, 2B, 3A, 3B, 4A and 4B (see Memorandum No. OVCAA-BMP 17-094-C).

document of acknowledgement that the student understands the benefits, relevance to the course and/or degree program, and risks associated with the academic field activity. As field activities are partnerships between teachers and students, this document contains provisions on the responsibilities of the student as well as teachers during field activities. It is also a declaration that the student is physically and mentally fit, and an undertaking by the University that the student is insured during the participation. The agreement is therefore an assurance that proper protocols are being followed and risk assessments have been completed prior to the field activity.

5. The faculty-in-charge shall inform the Dean or the Head of the Unit of the specific details of every academic field activity in writing **at least one month** before its conduct. Such academic field activities must be included in the summary list submitted to the Office of Field Activities Diliman (see No. 2). The conduct of academic field activity shall be approved on the Dean (or equivalent head) level. Request for permission to conduct field activity with students, addressed to the Dean or Head of the Unit through channels, shall include the following: (OVCAA OFA Form 01)
  - a. description of the activities to be undertaken,
  - b. objectives of such activities,
  - c. inclusive dates and
  - d. provision to ensure safety and security of students and faculty members
  - e. schedule of fees
  - f. accommodation
6. Collection of fees from students who are not eligible under the Implementing Rules and Regulations of Republic Act 10931 or the Universal Access to Quality Tertiary Education Act of 2017, must be subject to the evaluation and recommendation of OFA Diliman and approval of the Vice Chancellor for Academic Affairs. There should be details or breakdown of collected fees and sources of fund. Costs of transportation, entrance fees and related expenses must be consulted with and approved by the students before they are charged with actual fees.
7. Students participating in field activity must be physically and mentally fit. The student may seek consultation at the UPD Health Service and/or Office of Counseling and Guidance.
8. The faculty-in-charge shall ensure that the approved itinerary is strictly followed during the conduct of academic field activity. For field activity of students under 18 years of age, parent or legal guardian must be properly informed of the itinerary. The faculty shall inform the head of his/her department of the exact time of departure from and arrival at the campus. As much as possible, the point of embarkation/disembarkation must be inside the University campus.
9. The faculty-in-charge shall ensure safe mobility of students by engaging transportation vehicles with updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of road worthiness among others.

10. Communication lines must always be open during the entire conduct of academic field activity. The faculty-in-charge must maintain constant communication with the Department Head/Institute Director. The faculty-in-charge shall keep on file the contact details of parent, legal guardian or person-to-notify of every student. For efficient communication system, the faculty-in-charge shall inform the Office of Field Activities Diliman of the pertinent details of the academic field activity.
11. The students shall be under the immediate supervision of the faculty-in-charge. In exceptional cases wherein faculty cannot physically accompany the students, proper arrangements shall be made such as direct and on-site supervision of a regular support staff, endorsement with field partner, open telephone communication with the faculty, among others. The faculty shall conduct periodic monitoring of the students' progress in their field activity.
12. In case of untoward incident in the field, "Financial Assistance for Student Contingencies" is provided to all qualified students by the University. Students may obtain additional insurance coverage. For details of the "Financial Assistance for Student Contingencies", the faculty-in-charge may coordinate with Office of Scholarships and Student Services (OSSS).
13. With due diligence by all parties especially the faculty member in charge, every field activity is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property. In the unlikely event that any untoward incident takes place during the field activity, faculty-in-charge shall strictly follow the protocol stipulated in the **Field Incident Reporting Guidelines** (Memorandum No. OVCAA-BMP 15-095). The faculty-in-charge shall immediately inform the Director of the Office of Field Activities Diliman of any incident in the field. The faculty-in-charge shall ensure that complete first aid kit is available during the conduct of academic field activity.
14. After an academic field activity, the faculty-in-charge shall submit a post AFA report and documentation to their department head or College.
15. Failure to comply with these guidelines will be subject to applicable administrative sanctions as determined by the University.

*Enclosed:*

1. AFA Request Form (OVCAA OFA Form No. 1)
2. Student Participation Agreement Form (OVCAA OFA Form No. 2)
3. Summary list of academic field activities template (OVCAA OFA Form No. 3)

UNIVERSITY OF THE PHILIPPINES DILIMAN  
Office of the Vice Chancellor for Academic Affairs  
**OFFICE OF FIELD ACTIVITIES DILIMAN**

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OVCAA OFA Form No. 01

**ACADEMIC FIELD ACTIVITY  
REQUEST FORM**

(AFA TYPE 1B, 1C, 2A & 2B)

Date: \_\_\_\_\_ College/Department: \_\_\_\_\_  
Class/Course: \_\_\_\_\_ Class Section: \_\_\_\_\_

Number of students joining: \_\_\_\_\_

UPD Type of Academic Field Activity (AFA): \_\_\_\_\_

Name of Facilitator/s in the Field	Email	Mobile
1.		
2.		

**AFA Objective/s or Purpose/s**

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Inclusive Dates of AFA: \_\_\_\_\_

Complete Address of AFA Site/Location:

\_\_\_\_\_

Complete Address of the Accommodation: (if applicable)

\_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

**AFA Itinerary** *(You may use additional sheets.)*

Date/Time	Location	Activities

**Schedule of Fees** (You may use additional sheets.)

Description	Unit	Quantity	Amount
	TOTAL		

**Risk Management Strategies and Procedure** (e.g. nearest hospital/clinic, nearest police station, LGU contact) (You may use additional sheets.)

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**Alternate Activities for Non-Participants** (You may use additional sheets.)

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Name of travel insurance provider: \_\_\_\_\_

**Attachments:**

1. ☐ Student participation agreements
2. ☐ List of students with contact details including contact details of parents or guardians (emergency contact)
3. ☐ Copy of travel insurance

Prepared by:

\_\_\_\_\_  
Signature over printed name of Faculty

Endorsed by:

Approved by:

\_\_\_\_\_  
Signature over printed name of Department  
Chair/Institute Director

\_\_\_\_\_  
Signature of printed name of College Dean/Head of  
Unit

**IMPORTANT:** After approval of the Dean, please submit a copy of this form with Attachment 2 only (student and emergency contact) to OVCAA Office of Field Activities Diliman at 4F DILC Building OR via email at [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) with subject AFA [College] [Course Number] [Location] [Inclusive Dates] ex. AFA COE CE132 Pampanga Aug 22-23 prior to the departure date

**OVCAA OFA Form No. 02**

**STUDENT PARTICIPATION AGREEMENT  
FOR ACADEMIC FIELD ACTIVITIES**

This agreement is made by and between the University of the Philippines Diliman, under the representation of the faculty-in-charge named below, and the student to protect the latter for his/her participation in academic field activities. Prior to the start of the activity, students that are 18 years old and above are asked to sign this document to indicate agreement with ALL its terms. For students who are younger than 18 years of age, a parent or legal guardian must also sign this form together with said student.

Student's Name:		
Student Number:	Birthday:	Age:
Degree Program:	College:	

Course:	Section:
Faculty-in-Charge:	
Name of Field Activity:	
Date/s and Time of Field Activity:	Location of Field Activity:
Fee (if applicable):	

**1. Acknowledgement of benefits and relevance to the course:** I acknowledge that I have been previously informed of the facts and circumstances surrounding the field activity, and I recognize its relevance to the course and/or the degree program. I understand and accept the benefits and advantages of participation in developing and complementing my learning and competencies as a student, which are:

LIST OF ACTIVITIES	BENEFIT(S) PER ACTIVITY
1.	
2.	
3.	

*You may provide additional pages if necessary.*

**2. Acknowledgment of risks:** I understand that the University, under the representation of the faculty-in-charge, will take precaution to ensure my safety and security during the field activity. However, I am aware that participation in this activity carries with it certain risks, dangers, hazards, and liabilities that cannot be eliminated regardless of the care taken to avoid injuries and illnesses. I acknowledge and accept that this activity has the following non-exhaustive list of particular activities that bear risk and danger and from which bodily injury, up to and including death, may occur:

LIST OF ACTIVITIES	RISK(S) PER ACTIVITY
1.	
2.	
3.	

*You may provide additional pages if necessary.*

**3. Acknowledgment of responsibility:** I understand that it is my responsibility to learn as much as possible about the risks of this field activity, to weigh those risks against the benefits and advantages, and to decide whether to participate or not. I also understand that I, as a participant in this activity, am also a member of the

University's community and that I pledge to conduct myself in accordance with all applicable guidelines, regulations, and policies of the University and College, as well as the governing laws of the Philippines.

**4. Fitness to participate and medical clearance:** I confirm that I am physically and mentally capable of and have no health problems that would present a risk to me in participating in this field activity. I informed the corresponding faculty-in-charge of any preexisting medical condition that I have. I consequently received medical clearance and will follow medical advice concerning the avoidance of health risk and the treatment of any medical condition during this activity.

**5. Insurance coverage:** I certify that I have adequate insurance or its equivalent necessary to provide for and pay any medical costs that may be attendant as a result of injury or any untoward incident that harms my safety or security. I was made aware of the exclusions in my insurance policy and, considering such, have made an informed decision before participating in this field activity. I guarantee payment of all expenses incurred as a result of emergency medical treatment.

**6. Liability waiver and indemnity:** I, for myself, my heirs, next of kin, and personal representatives, do hereby release and forever discharge the University, the College, and any of its representatives from any and all actions, claims, and demands for damages, loss, and injury howsoever arising from which now or may hereafter be sustained by me in consequence of my participation in this activity. I will not hold the University, the College, or any of its representatives responsible for any unseen and untoward incident that might happen to me in the course of the field activity, except for that which results from negligence on the part of the University, College, or any of its representatives.

**CONTACT PERSON/S IN CASE OF EMERGENCY:**

Name: Relation to Student: Contact Number (Mobile and Email):	Name: Relation to Student: Contact Number (Mobile and Email):
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I certify that I have carefully read the preceding agreement and that I join in the agreement without reservation. By my signature, I acknowledge that I am voluntarily executing this agreement of my own free will and I recognize my responsibility for reading, understanding, and abiding by the conditions printed in this document.

**STUDENT'S SIGNATURE ABOVE PRINTED NAME**\_\_\_\_\_

**DATE**\_\_\_\_\_

**FACULTY-IN-CHARGE'S SIGNATURE ABOVE PRINTED NAME**\_\_\_\_\_

**DATE**\_\_\_\_\_

*Students who are below 18 years of age must sign above and must also obtain the signature of a parent or legal guardian below:*

I certify that I am the parent or legal guardian of the above-named participant in this field activity. I have read the above agreement, understood its contents, assent to its terms and conditions, and signed this agreement of my own free act. I acknowledge that my dependent and I have agreed to the terms and conditions of my dependent's participation in this activity. I hereby give consent to his/her participation.

**PARENT/GUARDIAN'S SIGNATURE ABOVE PRINTED NAME**\_\_\_\_\_

**DATE**\_\_\_\_\_

University of the Philippines Diliman  
Office of the Vice Chancellor for Academic  
**OFFICE OF FIELD ACTIVITIES DILIMAN**

**OVCAA OFA Form No. 3**

**Summary List of Academic Field Activities**

Term: [ ] First Semester [ ] Second Semester AY \_\_\_\_\_ [ ] Midyear \_\_\_\_\_

Academic Unit: \_\_\_\_\_

	Department/Institute	Course	Academic Field Activity Description	AFA type	Location	Expected Date	Remarks
	<i>Institute of Civil Engineering</i>	<i>CE 132</i>	<i>Fieldtrip to East La Mesa Water Treatment Plant</i>	<i>2B</i>	<i>Quezon City</i>	<i>October 2014</i>	<i>Example only</i>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

*(use additional sheet as necessary)*

**Endorsed:**

\_\_\_\_\_  
Signature Over Printed Name of Dean or Head of Unit

Instruction: Kindly submit this form to OVCAA Office of Field Activities Diliman two weeks before the official start of classes or via email to ofadiliman@up.edu.ph

## **Guidelines on On- and Off-Campus Independent Academic Field Activity (UPD Academic Type 4)**

The University recognizes that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.<sup>1</sup>

### **SCOPE**

This guideline shall cover the following types of academic field activities:<sup>2</sup>

- Type 4: Academic field activity that is selected and undertaken by a student on his/her own, under the instruction of, but without immediate supervision by, a faculty member
- Type 4A: Off-campus independent activity that is selected and undertaken by a student on his/her own, such as field activity in connection with academic requirement
- Type 4B: On-campus independent activity that is selected and undertaken by a student on his/her own, such as field activity in connection with academic requirement

### **GUIDELINES**

Following are guidelines and minimum requirements for AFA Type 4:

1. On- and Off-campus independent academic field activities must be clearly indicated in the course syllabus. These should be linked to the learning objectives of the course.
2. At least two weeks prior to the official start of classes indicated in the approved academic calendar, a consolidated list of academic field activities shall be submitted by Departments or Institutes thru the Dean or Head of Unit to the OVCAA Office Field Activities Diliman using the prescribed template (OVCAA OFA Form No. 03)
3. The adviser/faculty-in-charge shall properly inform the students if the course requires an independent academic field activity. Information dissemination shall be done through:
  - a. Enlistment. Prior to the enlistment of the subject, the department shall indicate the phrase **"WITH ON/OFF-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY"** under the CRS remarks section.
  - b. Orientation. Orientation in class within the period allowing Change of Matriculation shall be conducted by the adviser/faculty-in-charge to ensure that all students are well-informed about the academic field activity. Protocols and important matters must be clearly discussed by the adviser/faculty-in-charge during orientation.
4. The itinerary of the student shall be discussed with and approved by the adviser/faculty-in-charge. The adviser/faculty-in-charge shall obtain the itinerary (OVCAA OFA Form

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<sup>1</sup> In the preceding Memoranda (OVCAA-BMP 15-094, 15-094-A and 16-094B, and 17-094-C) we noted that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.

<sup>2</sup> For the purposes of the University, AFAs have been classified into Types 1A, 1B, 1C, 2A, 2B, 3A, 3B, 4A and 4B (see Memorandum No. OVCAA-BMP 17-094-C).

No. 07). Request for permission to conduct the independent academic field activity shall include the following:

- a. description of the activities to be undertaken,
  - b. objectives of such activities,
  - c. inclusive dates and
  - d. provision to ensure the safety and security of the student/s
  - e. schedule of fees
  - f. accommodation
5. The adviser/faculty-in-charge shall obtain the participation agreement (OVCAA OFA Form 02) by students prior to the conduct of field activity. The Student Participation Agreement (SPA) is a document of acknowledgement that the student understands the benefits, relevance to the course and/or degree program, and risks associated with the academic field activity. As field activities are partnerships between teachers and students, this document contains provisions on the responsibilities of the student as well as teachers during field activities. It is also a declaration that the student is physically and mentally fit, and an undertaking by the University that the student is insured during the participation. The agreement is therefore an assurance that proper protocols are being followed and risk assessments have been completed prior to the field activity.
  6. An endorsement letter signed by the faculty-in-charge, noted by the Dean and addressed to the Local Government Unit and/or Non-Government Unit must be secured by the student/s prior to conducting the independent field activity.
  7. The adviser/faculty-in-charge shall submit a Summary List of Student Participating in Independent Academic Field Activities (OVCAA OFA Form No. 08) to the Dean/Head-of-the-Unit. This can be filled two-weeks prior to the conduct of the field activity. Such academic field activities must be included in the summary list submitted to the Office of Field Activities Diliman (see No. 2). The conduct of academic field activity shall be approved on the Dean (or equivalent head) level.
  8. Collection of fees from students who are not eligible under the Implementing Rules and Regulations of Republic Act No. 10931 or Universal Access to Quality Tertiary Education Act of 2017, must be subject to the evaluation and recommendation of OFA Diliman and approval of the Vice Chancellor for Academic Affairs. There should be details or breakdown of collected fees and sources of fund. Costs of transportation, entrance fees and related expenses must be consulted with an approved by students before they are charged with actual fees.
  9. Students participating in field activity must be physically and mentally fit. The student may seek consultation at the UPD Health Service and/or Office of Counseling and Guidance.
  10. The adviser/faculty-in-charge shall ensure that the approved itinerary is strictly followed during the conduct of academic field activity. For field activity of students under 18 years of age, parent or legal guardian must be properly informed of the itinerary.
  11. Communication lines must always be open during the entire conduct of academic field activity. The adviser/faculty-in-charge shall keep on file the contact details of the student, parent, legal guardian, or person-to-notify of every student. He/she should also conduct periodic monitoring of the students' progress in their field activity.
  12. In case of untoward incident in the field, "Financial Assistance for Student Contingencies" is provided to all qualified students by the University. Students may obtain additional insurance coverage. For details of the "Financial Assistance for Student Contingencies", the faculty-in-charge may coordinate with Office of Scholarships and Student Services (OSSS).

13. With due diligence by all parties especially the faculty member in charge, every field activity is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property. In the unlikely event that any untoward incident takes place during the field activity the student shall notify the faculty-in-charge as soon as possible. The faculty-in-charge shall strictly follow the protocol stipulated in the **Field Incident Reporting Guidelines** (Memorandum No. OVCAA-BMP 15-095). The faculty-in-charge shall immediately inform the Director of the Office of Field Activities Diliman of any incident in the field.
14. After an academic field activity, the faculty-in-charge shall submit a post AFA report and documentation to their department head or College.
15. Failure to comply with these guidelines will be subject to applicable administrative sanctions as determined by the University.

Enclosed:

1. Independent Academic Field Activity Request Form (OVCAA OFA Form No. 07)
2. Summary List of Students Participating in Independent Academic Field Activities (OVCAA OFA Form No. 08)

UNIVERSITY OF THE PHILIPPINES DILIMAN  
Office of the Vice Chancellor for Academic Affairs  
**OFFICE OF FIELD ACTIVITIES DILIMAN**

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**OVCAA OFA Form No. 07**

**INDEPENDENT ACADEMIC FIELD ACTIVITY  
REQUEST FORM  
(AFA TYPE 4A & 4B)**

Date: \_\_\_\_\_ College/Department: \_\_\_\_\_  
Class/Course: \_\_\_\_\_ Class Section: \_\_\_\_\_

Number of students joining: \_\_\_\_\_

Name of Contact Person in the Field	Email	Mobile
1.		
2.		

**AFA Objective/s or Purpose/s**

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Inclusive Dates of AFA: \_\_\_\_\_

Complete Address of AFA Site/Location:

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Complete Address of Accommodation: (if applicable)

--

Mode of Transportation: \_\_\_\_\_

**AFA Itinerary** (*You may use additional sheets.*)

Date/Time	Location	Activities

**Schedule of Fees** *(You may use additional sheets.)*

Description	Unit	Quantity	Amount
	TOTAL		

**Risk Management Strategies and Procedure (e.g. nearest hospital/clinic, nearest police station, LGU contact)** *(You may use additional sheets.)*

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Name of travel insurance provider: \_\_\_\_\_

Attachments:

1. ☐ List of students with contact details including contact details of parents or guardians (emergency contact)
2. ☐ Copy of travel insurance

Prepared by:

\_\_\_\_\_  
Signature over printed name of Student

Approved by:

\_\_\_\_\_  
Signature over printed name of  
Adviser/Faculty-in-Charge

UNIVERSITY OF THE PHILIPPINES DILIMAN  
Office of the Vice Chancellor for Academic Affairs  
**OFFICE OF FIELD ACTIVITIES DILIMAN**

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OVCAA OFA Form No. 08

## Summary List of Students Participating in Independent Academic Field Activities

Term:    ☐ First Semester    ☐ Second Semester    AY \_\_\_\_\_ ☐ Midyear \_\_\_\_\_  
Academic Unit: \_\_\_\_\_

	Name of Student/s	Program/Class/Course	Gender	Site/Location	Inclusive Dates Field Activity
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

*(use additional sheet as necessary)*

**Attachments:**

- ☐ OVCAA OFA Form No. 07 including the required attachments

Prepared by:

\_\_\_\_\_  
Signature over printed name of  
Faculty-in-Charge

Endorsed by:

Approved by:

\_\_\_\_\_  
Signature over printed name of  
Department Chair/Institute Director

\_\_\_\_\_  
Signature of printed name of  
Dean/Head of Unit

**IMPORTANT:** After approval of the Department Dean/Head of Unit , please submit a copy of this form with Attachments to OVCAA Office of Field Activities Diliman at 4F DILC Building OR via email at [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) with subject Independent AFA [College] [Course Subject & Number] ex. Independent AFA COE CE132 prior to the conduct of AFA.