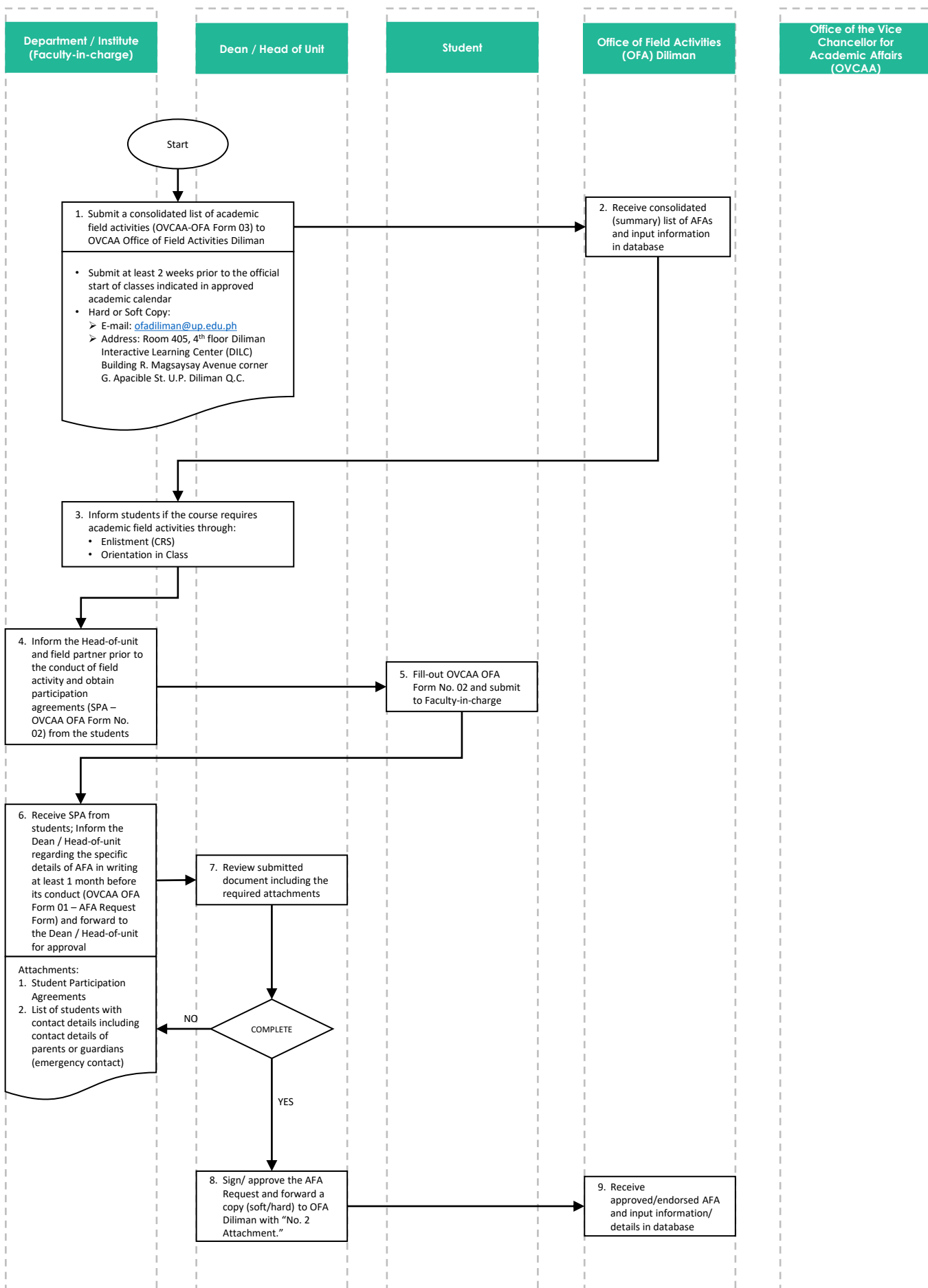


UP DILIMAN ACADEMIC FIELD ACTIVITY FLOWCHART (AFA TYPE 1C, 2A AND 2B)



CHECKLIST OF REQUIRED DOCUMENTS FOR FIELD TRIP / FIELD TOUR (AFA type 1C, 2A, & 2B)

- ✓ OVCAA OFA Form No. 1 (AFA Request Form)

- ✓ OVCAA OFA Form No. 2 (Student Participation Agreement)

- ✓ OVCAA OFA Form No. 3 (Summary List of Academic Field Activities)

- ✓ List of students with contact details including contact details of parents or guardians (emergency contact)

Notes:

- *In the event the Head-of-unit / Dean of the academic unit wants to conduct AFA, OVCAA OFA Form No. 1 – AFA Request Form should be first submitted to OFA Diliman for approval.*
- *For the collection of fees, please be reminded that with the “no tuition collection” policy of the University we discourage faculty from collecting any fee from the students. While waiting for the opinion of our legal office, if fess are really necessary, they should be internally administered by the students.*
- *Students who are below 18 years of age must obtain the signature of a parent or legal guardian*