


OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-BMP 16-189

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS  
ALL HEADS OF NON-ACADEMIC UNITS  
ALL FACULTY MEMBERS AND STAFF  
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †  
Vice-Chancellor for Academic Affairs

SUBJECT : Office of Field Activities (OFA) Diliman: Functions, Programs and Services

DATE : 30 June 2016

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In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the new Office of Field Activities (OFA) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of OFA Diliman

The OFA Diliman is an entirely new administrative unit of the OVCAA with the mission of ensuring the safe and relevant conduct of short-term and long-term local academic field activities, i.e., course-related out-of-classroom activities that enhance teaching and learning. As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), OFA Diliman has the following main functions:

- a. Context to Academic Field Activities: (1) ensure that University policies and guidelines on academic field activities are properly operationalized; (2) ensure that academic field activities are conducted within the context of the course or curriculum; and (3) ensure that measures are in place to guarantee the safety of students and faculty in the field;
- b. Support: (1) assist academic units in incorporating academic field activities in their curriculum; (2) coordinate with academic units for the planning, implementation, and monitoring of academic field activities, as well as the formulation and review of related policies and guidelines; and (3) provide orientation and training to faculty for academic field activities in cooperation with the Office for the Advancement of Teaching (OAT) Diliman; and
- c. Linkages: coordinate with and among academic units regarding linkages with, and feedback to and from, industry, government, non-government organizations, and other local institutions for student internship and other field activities.

## Programs and Services of OFA Diliman

As a newly created office, the OFA Diliman is set to start operations in July 2016. Specific programs and services that the Office will undertake will be drawn up in consultation with the academic units, the OVCAA, and other UP Diliman stakeholder offices. To kick-start its operations, the OFA will undertake the following programs and services effective 1 July 2016:

- Evaluation of requests concerning local academic field activities **that require the approval of the Chancellor** (Note: As per UPD ExeComm in 2001, subsequently reiterated in Memorandum SSC 10-046, Deans and Directors are given authority to approve requests to conduct academic field activities that fit the criteria set in Memorandum No. ERR 01-126);
- Conduct of orientation programs/seminars/symposia on academic field activities; and
- Processing of MOAs and MOUs related to local practicum/ internships, field schools, and other academic field activities.

Other programs and services consistent with the functions of OFA Diliman shall be announced from time to time.

While the OFA Diliman's office is still being set up, the Office for the Advancement of Teaching (OAT, formerly ODI) will receive all request letters, proposed MOAs/ MOUs, and other pertinent documents regarding local academic field activities, c/o Ms. Mary Rose A. Pastrana. For inquiries, please contact Prof. Christian R. Orozco, OFA Director at VOIP 3007 or via email at [crozco@up.edu.ph](mailto:crozco@up.edu.ph).

Thank you.

cc: Chancellor, Dr. Michael L. Tan  
All Vice-Chancellors  
OFA Director, Asst. Prof. Christian R. Orozco