

UNIVERSITY OF THE PHILIPPINES

DILIMAN

QUEZON CITY

VOIP TRUNKLINE 981-8500 LOCAL: 2558, 2556

DIRECT LINE: (632) 929-5401, (632) 927-1835

FAX: (632) 928-2863

E-MAIL: oc.upd@up.edu.ph

OFFICE OF THE CHANCELLOR

RECEIVED
UNIVERSITY OF THE PHILIPPINES
DILIMAN
OCT 10 2010
10:11 AM

October 7, 2010

Chair 10-11-10

MEMORANDUM NO. SSC-10-046

TO : Deans and Directors
SUBJECT : Out-of-Campus Learning Activities

On November 28, 2001, the UP Diliman Executive Committee (EXECOM) discussed, among others, the importance of guidelines on out-of-classroom learning activities.

While the deans and directors were given authority to approve requests for out-of-classroom learning activities, in the same meeting they were also requested to submit their guidelines to the Office of the Chancellor. Only the CSSP and the SOLAIR submitted their guidelines following that call. In this connection, may I request you to submit to my Office your guidelines for out-of-campus learning activities as soon as possible?

Where it is required to conduct out-of-campus learning activities, may I reiterate the reminder to the deans of then Chancellor Roman in the same meeting to "require their faculty to clearly spell out these activities in the course outlines that are distributed to the students at the start of the semester/class. This stresses the need for department chairpersons to go over the faculty's course outlines."

We should be vigilant and constantly remind our faculty of the need to ensure the safety of our students when undertaking out-of-classroom learning activities.

Thank you.

TRISYANG-PANSIN
(NOTED)

Alena U. Mwanj
OCT 10 2010

KOLEHIYANG PANG-ASIAN AT LITERATURA

Sergio S. Cao
SERGIO S. CAO
Chancellor

AP Cusio 10-11-10
F. [Signature] 10/11/10
S. [Signature] 10/11/10
E. [Signature] 10-11-10
EL [Signature] 11 Oct.