

EXTERNAL SERVICES

1. Processing of Memorandum of Agreement/Memorandum of Understanding for Student Internship in the Philippines

Assistance in the preparation, implementation, and monitoring of Memorandum of Agreement and/or Memorandum of Understanding for Student Internship in the Philippines

Office or Division:	Office of Field Activities Diliman			
Classification:	Highly Technical			
Type of Transaction:	Government/Citizen to Government			
Who May Avail:	UP Diliman Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MOA/MOU Template (1 softcopy)		Office of Field Activities Diliman		
Endorsement letter addressed to UP Diliman Chancellor of the proposed/new partnership (1 softcopy)		Requesting Unit		
Proposed draft agreement (1 softcopy)				
Certification from the college stating that the agreement will not require additional budget (1 softcopy)				
Government-issued ID of HTE representative (1 softcopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Submit draft MOA/MOU with complete attachments of the documents via email at ofadiliman@up.edu.ph</p>	<p>1. Receive the MOA/MOU with complete attachment 1.1 Encode the details of the MOA/MOU to the database 1.2 Organize files into a Google Drive folder 1.3 Prepare electronic reference slip endorsing the MOA/MOU to Diliman Budget Office for budget certification, in compliance with Memorandum No. OSU 2017-02-04 1.4 Endorse the electronic reference slip to OFA Director for appropriate action</p>	<p>None</p>	<p>30 Minutes</p>	<p>Senior Research Associate OFA Diliman</p>
	<p>1.5 Review and sign the electronic reference slip for appropriate action</p>	<p>None</p>	<p>1 Day</p>	<p>Director OFA Diliman</p>
	<p>1.6. Compose a new email thread for the endorsements of the MOA/MOU 1.6.1 Endorse MOA/MOU to Diliman Budget Office via email for issuance of budget certification</p>	<p>None</p>	<p>30 Minutes</p>	<p>Senior Research Associate OFA Diliman</p>
	<p>1.6.2 Diliman Budget Office receives, reviews, and creates budget certification for MOA/MOU</p>	<p>None</p>	<p>22 Days</p>	<p>Receiving Personnel Diliman Budget Office</p>

	<p>1.7 Receive the attached softcopy of the certification from the Diliman Budget Office via email</p> <p>1.7.1 Encode details to database</p> <p>1.7.2 Prepare electronic reference slip endorsing the MOA/MOU to the Diliman Legal Office for legal review</p> <p>1.7.3 Endorse the electronic reference slip to OFA Director for appropriate action</p>	None	30 Minutes	Senior Research Associate OFA Diliman
	1.8 Review and sign the electronic reference slip for appropriate action	None	1 Day	Director OFA Diliman
	1.9 Endorse the MOA/MOU documents to Diliman Legal Office via email for legal review	None	30 Minutes	Senior Research Associate OFA Diliman
	1.9.1 Diliman Legal Office receives and reviews MOA/MOU	None	22 Days	Attending Lawyer Diliman Legal Office
	<p>1.10 Receive MOA/MOU with the attached softcopy of DLO Memorandum</p> <p>1.10.1 Encode details to database</p> <p>1.10.2 Review Diliman Legal Office's comments/ recommendations and relay to requesting unit</p>	None	30 Minutes	Senior Research Associate OFA Diliman
	1.10.3.A <u>If there are no revisions</u> , proceed to 1.10.4			

	<p>1.10.3.B <u>If there are revisions</u>, endorse MOA/MOU documents to requesting unit for appropriate action</p> <p>1.10.3.B1 Receive revised MOA/MOU from requesting unit</p> <p>1.10.3.B2 Encode details to database</p> <p>1.10.3.B3 Prepare electronic reference slip endorsing the MOA/MOU to the Diliman Legal Office for final legal review</p> <p>1.10.3.B4 Endorse the electronic reference slip to OFA Director for appropriate action</p> <p>1.10.3.B5 Repeat steps 1.9 to 1.10.2 and check for revisions</p>	None	<p>22 Days</p> <p>30 Minutes</p>	<p>Receiving Personnel Requesting Unit</p> <p>Senior Research Associate OFA Diliman</p>
	<p>1.10.4 Prepare electronic reference slip endorsing the MOA/MOU to OVCAA Central Office for appropriate action</p> <p>1.10.5 Endorse the electronic reference slip to OFA Director for appropriate action</p>	None	30 Minutes	Senior Research Associate OFA Diliman
	1.11 Review and sign for appropriate action	None	1 Day	Director OFA Diliman
	1.12 Endorse MOA/MOU to OVCAA Central Office for appropriate action via email	None	30 Minutes	Senior Research Associate OFA Diliman
	1.13 OVCAA Central Office receives documents for endorsement of the VCAA	None	10 Minutes	Receiving Personnel OVCAA Central Office

	1.14 Recommend approval of the MOA/ MOU and forward documents to OC via email	None	5 Days	Vice Chancellor for Academic Affairs OVCAA
	1.15 OC receives and reviews MOA/MOU for online approval	None	5 Days	UP Diliman Chancellor OC
	1.15 Receive the electronic approval of the MOA/MOU from the Office of the Chancellor 1.16 Encode details to database	None	15 Minutes	Receiving Personnel OFA Diliman
	1.17 Print 4 copies of all documents and correspondences related to the processing of the MOA/MOU 1.18 Prepare and print reference slip endorsing the MOA/MOU to the requesting unit for the wet signature of the academic unit and HTE representative 1.19 Endorse the reference slip to OFA Director for appropriate action	None	1 Day	Senior Research Associate OFA Diliman
	1.20 Review and sign the reference slip for appropriate action	None	1 Day	Director OFA Diliman
	1.21 Send all printed documents and correspondences related to the processing of the MOA/MOU to requesting unit for the wet signature of the academic unit and HTE representative	None	15 Minutes	Senior Research Associate OFA Diliman
2. Receive MOA/ MOU for HTE's wet signature		None	10 Minutes	Receiving Personnel Requesting Unit

3. Secure the wet signatures of the academic unit head and the HTE representative		None	22 Days	Receiving Personnel Requesting Unit
4. Submit signed documents to OFA Diliman	4. Receive signed MOA/ MOU for appropriate action	None	15 Minutes	Receiving Personnel OFA Diliman
	4.1 Prepare and print reference slip endorsing the MOA/MOU to OC for UPD Chancellor's wet signature 4.2 Endorse the reference slip to OFA Director for appropriate action	None	30 Minutes	Senior Research Associate OFA Diliman
	4.3 Review and sign reference slip for appropriate action	None	1 Day	Director OFA Diliman
	4.4 Endorse MOA/MOU to OC for wet signature of the UPD Chancellor	None	30 Minutes	Senior Research Associate OFA Diliman
	4.4.1 OC receives and reviews MOA/MOU for wet signature	None	5 Days	UP Diliman Chancellor OC
	4.5. Receive signed hardcopies of the MOA/ MOU from OC	None	30 Minutes	Senior Research Associate OFA Diliman
	4.6 Encode details to database 4.7 Prepare memorandum endorsing the MOA/MOU to requesting unit for notarization 4.8 Endorse the memorandum to OFA Director for appropriate action	None		
	4.9 Review and sign memorandum for academic unit's appropriate action	None	1 Day	Director OFA Diliman

	4.10 Print the electronically signed memorandum	None	30 Minutes	Senior Research Associate OFA Diliman
	4.11. Send all printed documents and correspondences related to the processing of the MOA/MOU to requesting unit for notarization	None		
5. Receive hardcopies of MOA/MOU for notarization		None	10 Minutes	Receiving Personnel OFA Diliman
6. Notarize all 4 hardcopies of MOA/MOU		None	22 Days	Receiving Personnel Requesting Unit
7. Submit 1 notarized copy of MOA/MOU to OFA	7. Receive 1 notarized hardcopy of the MOA/MOU from requesting unit 7.1 Encode details to database	None	30 Minutes	Senior Research Associate OFA Diliman
	7.2 Scan all documents related to the MOA/MOU 7.3 Prepare memorandum endorsing the MOA/MOU to OC for BOR confirmation 7.4 Endorse the memorandum to OFA Director for appropriate action			
	7.5 Review and sign memorandum for appropriate action	None	1 Day	Director OFA Diliman
	7.6 Endorse the memorandum to VCAA for notation	None	1 Day	Vice Chancellor for Academic Affairs OVCAA
	7.7 Endorse MOA/MOU to OC for BOR confirmation	None	30 Minutes	Senior Research Associate OFA Diliman

TOTAL:	None	134 Days, 8 Hours, 10 Minutes* *126 Days, 30 Minutes maximum waiting time for other agencies and client to comply/submit. This process involves more than five offices in total	
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2. Processing of OVCAA OFA Form No. 03 (Summary List of AFAs)

Assistance in the preparation, implementation, and monitoring of Academic Field Activities (AFAs)

Office or Division:	Office of Field Activities Diliman			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who May Avail:	UP Diliman Academic Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OVCAA OFA Form No. 03 - Summary List of AFAs (1 softcopy)		Office of Field Activities Diliman		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required and signed OVCAA OFA Form No. 03 (Summary List of AFAs) to OFA 2 weeks prior to the official start of the semester via email at ofadiliam@up.edu.ph	1. Receive the accomplished form via email	None	30 Minutes	Receiving Personnel OFA Diliman

	1.1 Encode details on the database	None		Senior Research Associate OFA Diliman
2. Encode CRS remarks on CRS during enlistment	2. Verify CRS remark of the course with AFA on CRS website	None	30 Minutes	Senior Research Associate OFA Diliman
TOTAL:		None	1 Hour	

3. Processing of Internship Request Forms for the Semester (AFA Type 1A)

Assistance in the preparation, implementation, and monitoring of Internship, Practicum, or On-The-Job Training

Office or Division:	Office of Field Activities Diliman			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who May Avail:	UP Diliman Academic Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OVCAA OFA Form No. 04 - Internship/ Practicum Request Form (1 softcopy)		Office of Field Activities Diliman		
Internship Contract/Agreement with Internship Plan (1 softcopy)				
Parental/Legal Guardian Written Consent (1 softcopy)				
Approved MOA/MOU with Host Training Establishment (HTE) (1 softcopy)		Requesting Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Requesting units submit the required and signed forms to OFA Diliman prior to the conduct of AFA via email at ofadiliman@up.edu.ph	1. Receive the forms submitted by the requesting unit	None	10 Minutes	Receiving Personnel OFA Diliman
	1.1 Review and encode the details on the database 1.2 Scan the documents for filing	None	20 Minutes	Senior Research Associate OFA Diliman
TOTAL:		None	30 Minutes	

4. Processing of Request Forms for Short-Term Academic Field Activities (AFA Types 1C, 2A, and 2B) and Long-Term Academic Field Activities (AFA Type 1B)

Assistance in the preparation, implementation, and monitoring of short-term and long-term academic field activities

Office or Division:	Office of Field Activities Diliman			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who May Avail:	UP Diliman Academic Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OVCAA OFA Form No. 01 - AFA Request Form (1 softcopy)		Office of Field Activities Diliman		
OVCAA OFA Form No. 02 - Student Participation Agreement* (1 softcopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Requesting unit submits the required and signed OVCAA OFA Form No. 01 at least a month prior to the conduct of the AFA via email at ofadiliman@up.edu.ph</p> <p>*Accomplished OVCAA OFA Form No. 02 shall be kept by the faculty-in-charge for safekeeping and record</p>	<p>1. Receive the forms submitted by the requesting unit 1.1 Review and encode the details on the database</p>	None	15 Minutes	Senior Research Associate OFA Diliman
TOTAL:		None	15 Minutes	

5. Processing of Request Forms for On- and Off-Campus Independent Academic Field Activities (UPD AFA Type 4)

Assistance in the preparation, implementation, and monitoring of independent Academic Field Activities (AFAs)

Office or Division:	Office of Field Activities Diliman	
Classification:	Simple	
Type of Transaction:	Government to Government	
Who May Avail:	UP Diliman Academic Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
OVCAA OFA Form No. 07 - Independent Academic Field Activity Request Form (1 softcopy)		Office of Field Activities Diliman
OVCAA OFA Form No. 02 - Student Participation Agreement* (1 softcopy)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Requesting unit submits the required and signed OVCAA OFA Form No. 07 at least 2 weeks prior to the independent AFA via email at ofadiliman@up.edu.ph</p> <p>*Accomplished OVCAA OFA Form No. 02 shall be kept by the faculty-in-charge for safekeeping and record</p>	<p>1. Receive the forms submitted by the requesting unit 1.1 Review and encode the details on the database</p>	<p>None</p>	<p>15 Minutes</p>	<p>Senior Research Associate OFA Diliman</p>
TOTAL:		<p>None</p>	<p>15 Minutes</p>	