




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
**UNIVERSITY OF THE PHILIPPINES DILIMAN**

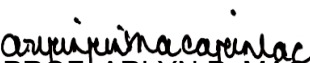
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MEMORANDUM NO. OVCAA-MTTP-OFA 20-003

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

  
THROUGH : MA. THERESA T. PAYONGAYONG, Ph.D.  
Vice-Chancellor for Academic Affairs

  
FROM : ASST. PROF. ARLYN P. MACAPINLAC  
Director, Office of Field Activities Diliman

SUBJECT : Submission of Summary List of Academic Field Activities (AFAs) for First Semester AY 2020-2021 and Tagging of AFA on CRS

DATE : 13 August 2020

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The Office of Field Activities Diliman (OFA) is requesting academic units that are offering courses with academic field activities (AFA) for the upcoming First Semester AY 2020-2021 to submit a consolidated list of redesigned academic field activities (AFA) using the prescribed and modified template of **OVCAA OFA Form 03 – Summary List of Academic Field Activities (COVID-19)**, which you may access by downloading the attached file in the email or by downloading the file in this link: <https://tinyurl.com/OFAForm03Revised>. Please note that the link is only accessible using the UP email to ensure the security and data protection of such documents. Furthermore, the submission of the form shall be done per college or academic unit, where all the unit's departments' AFAs are consolidated into the list. For example, the College of Home Economics will submit the form where all the departments' (e.g. FLCD, HE, CTID, etc.) redesigned AFAs are listed in the form.

**Considering that classes in UP Diliman will be remotely done for the First Semester of A.Y. 2020-2021, OFA will still be requiring academic units to submit OVCAA OFA Form No. 03.** If the previous course syllabus (pre-pandemic) required the students to engage in an

AFA, the unit is still advised to submit the necessary revised forms in order for our office to monitor the adjustments made by the unit to redesign the AFAs.

To ensure the submission of a consolidated list of all the AFAs of each academic unit, please be guided by the following typologies:

<b>AFA Type</b>	<b>Example/Description</b>	<b>Duration</b>	<b>Location</b>	<b>Students are Supervised By:</b>	<b>Applicability in the time of COVID-19 pandemic</b>
Type 1A	Internship/Practicum	Long-term		The facilitator from the training establishment	Redesigned course requirements, adjusted hours, facilitation of the course through remote teaching and learning
Type 1B	Field school	>5 days	Off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 1C	Field survey, Class observation, fieldwork	<5 days	On/ off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 2A	Field tour	1-5 days	Off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 2B	Field trip	<1 day	Off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 3A	Class activity in non-academic building		On-campus	The faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 3B	Class activity within academic building		On-campus	The faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 4A	Independent academic field activity		Off-campus	The instruction of the faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 4B	Independent academic field activity		On-campus	The instruction of the faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning

Kindly email your submission of the OVCAA OFA Form No. 03 – Summary List of AFAs on or before **3 September 2020 (Thursday)** to [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) with the subject heading format as follows: **[AFA Form 3] – [College/Unit Name] – [First Semester 2020-2021]**

In addition, all academic units shall properly inform the students during pre-enlistment period that the course involves an AFA. Departments/institutes shall indicate the following under the CRS remarks page of the subject with redesigned AFA.

<b>AFA Type</b>	<b>CRS REMARKS DUE TO COVID-19 PANDEMIC</b>
Type 1A	“WITH REDESIGNED INTERNSHIP DUE TO COVID-19 PANDEMIC”
Type 1B and 1C	“WITH REDESIGNED REQUIRED ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC”
Type 2A and 2B	“WITH REDESIGNED ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC”
Type 4A	“WITH REDESIGNED OFF-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC”
Type 4B	“WITH REDESIGNED ON-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC”

Please be reminded that the faculty-in-charge shall inform the Dean or Head of the Unit of the specific details of every AFA in writing before conducting it. Such redesigned AFAs must be included in the summary list that the academic unit will submit to OFA Diliman. The conduct of the redesigned AFAs shall be approved on the Dean’s (or equivalent head) level using the prescribed OFA Forms.

For more information, you may read through the AFA guidelines (revised due to COVID-19) and may also gain access to the revised and downloadable forms using the link: <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Again, please note that the link is only accessible using the UP email to ensure the security and data protection of such documents. Furthermore, you may read the revised detailed processing of all OFA documents using this link: <https://upd.edu.ph/wp-content/uploads/2020/04/OVCAA-Guidelines.pdf>.

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

Please be guided accordingly. Stay safe and healthy.

Thank you very much.