



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA-MTTP-OFA 21-001

TO : ALL DEANS 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 Semestral Report in the Implementation of Student Internship Program in the Philippines (OVCAA OFA Form No. 05) for First Semester A.Y. 2020-2021

DATE : 5 January 2021

The Office of Field Activities Diliman (OFA) is requesting academic units that offered and conducted their redesigned Academic Field Activity Type 1A: Internship/Practicum/On-the-Job Training (OJT) this First Semester A.Y. 2020-2021 to submit the accomplished **OVCAA OFA Form No. 05: Semestral Report in the Implementation of Student Internship Program in the Philippines**.

You may access the requested form by downloading the attached file in the email, or by downloading the file in this link: <https://tinyurl.com/OFAFormsPost1A>. The link is only accessible using the UP email address in order to ensure the security and data protection of the document. Please note that the faculty-in-charge of the internship/practicum/OJT courses must accomplish the form and have it signed by the Dean or Head of Unit before submitting it to our office.

Kindly email your accomplished form on or before **26 January 2021 (Tuesday)** to ofadiliman@up.edu.ph with the subject heading format as follows:

AFA Form 5 – [College/Unit Name and Course Subject or Name] – [1st Sem 20-21]
Example: AFA Form 5 - CAL Speech 195 - 1st Sem 20-21

In addition, units with incomplete requirements are encouraged to contact us via ofadiliman@up.edu.ph in order to request for a detailed list of pending OFA-related submissions for First Semester A.Y. 2020-2021.

For more information, you may read through the revised AFA guidelines and gain access to all the downloadable OFA forms using this link: <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. You may also read the revised detailed processing of all OFA documents here: <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 message us using the aforementioned email address.

Please be guided accordingly. Stay safe and healthy.

Thank you very much.