



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

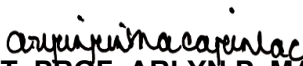
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MEMORANDUM NO. OVCAA-MTTP-OFA 21-003



TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

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

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

SUBJECT : **Launching of OFA Diliman's "OFA and AFAs: What You Need to Know"**

DATE : 26 February 2021

Consistent with the efforts of the Office of Field Activities (OFA) Diliman to guide the faculty, staff, and students in preparing documents that would ensure the safe and relevant implementation of academic field activities (AFAs) throughout the academic year, OFA Diliman is proud to launch its video series project entitled **"OFA and AFAs: What You Need to Know."**

This project showcases four engaging videos that are aimed to guide all concerned units in understanding the: (1) roles and functions of OFA Diliman; (2) typologies for AFAs; (3) instructions on accomplishing the various AFA request forms and other documents; and (4) instructions on submitting the accomplished forms using OFA Diliman's online process. The videos may be accessed anytime starting **March 1, 2021** through the OFA Diliman website at <https://ofa.upd.edu.ph/ofa-and-afas-what-you-need-to-know>

Should you have any questions or concerns, please feel free to use the question box provided below the webpage containing the videos. Please note that the questions asked from March 1 to

31, 2021 will be consolidated to produce FAQs. The FAQs will be released through a memo and will also be available at OFA Diliman website starting April 12, 2021.

Thank you and we look forward to your AFAs!