




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

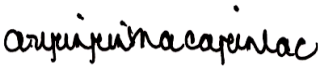
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MEMORANDUM NO. OVCAA-MTTP-OFA 20-001

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

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

FROM : 
ASST. PROF. ARLYN P. MACAPINLAC
Officer-in-Charge, Office of Field Activities Diliman

SUBJECT : Submission of Summary List of Academic Field Activities (AFAs) for
Midyear 2020 and Tagging of AFA on CRS

DATE : 2 June 2020

The Office of Field Activities Diliman (OFA) is requesting academic units that are offering courses with field activities this Midyear Term AY 2019-2020 to submit a consolidated list of redesigned academic field activities using the prescribed and modified template, **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 attached to this link: <https://tinyurl.com/OFAForm03Revised>. Please note that the link is only accessible using the UP email. This is also to ensure the security and data protection of such documents.

As stated in the *UP System Policy on the Second Semester AY 2019-2020 in the Time of COVID-19 Implementing Guidelines* and other related documents, “classes for Midyear 2020 will proceed depending on the CU but only courses indicated in students’ approved curricula that are required during the Midyear will be offered.” Courses requested by students who will be graduating during the Midyear may, however, be offered subject to the approval of the offering unit. With courses requiring academic field activities, “offering units are free to redesign the course and explore alternative

ways and options to facilitate the completion of these courses remotely.” On a similar note, units may explore the option of lessening the number of hours required for students to complete their internship, practicum, on-the-job training (OJT), and field work, without sacrificing the minimum competencies that students need to attain in these courses. Units may also contact their partner institutions to explore the possibility of a *work from home arrangement* for the students. (*UP System Policy on the Second Semester AY 2019-2020 In The Time Of COVID-19: FAQs for UP Diliman, items 12-13.*)

Aside from redesigning the course, it is also highly encouraged that units explore the completion of AFAs asynchronously, wherein teachers provide offline content resources and use other modes of communication to monitor students and provide feedback.

To ensure the submission of a complete list of all the academic field activities of each unit, please be guided by the following typologies of academic field activities:

AFA Type	Example/Description	Duration	Location	Students are Supervised By:	Applicability in the time of COVID-19 pandemic
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

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 AFA forms using the link: <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Again, please note that the link is only accessible using the UP email. This is also to ensure the security and data protection of such documents.

Kindly email your submission of the OVCAA OFA Form No. 03 – Summary List of AFAs on or before **19 June 2020 (Friday)** to ofadiliman@up.edu.ph with the subject heading format as follows: **[AFA Form 3] – [College/Unit Name] – [Midyear 2020]**

Furthermore, please be reminded that all academic units shall properly inform the students during pre-enlistment period that the course involves academic field activity. Departments/institutes shall indicate the following under the CRS remarks page of the subject with redesigned academic field activity.

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

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

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.

Please be guided accordingly. Stay safe and healthy.

Thank you very much.

University of the Philippines Diliman
Office of the Vice Chancellor for Academic Affairs
OFFICE OF FIELD ACTIVITIES DILIMAN

OVCAA OFA Form No. 3 (Revised due to COVID-19)

Summary List of Academic Field Activities

Academic Year: _____

Term: First Semester Second Semester Midyear

Academic Unit: _____

	Department/Institute	Course	Academic Field Activity Description	AFA type	Location (if applicable)	Expected Date/s	Adjustments made to the AFA due to COVID-19
	<i>Institute of Civil Engineering</i>	<i>CE 132</i>	<i>Fieldtrip to East La Mesa Water Treatment Plant</i>	<i>2B</i>	<i>Quezon City</i>	<i>October 2014</i>	<i>Done remotely via webinars</i>
	<i>Institute of Civil Engineering</i>	<i>CE 197</i>	<i>Internship of students in different companies</i>	<i>1A</i>	<i>Quezon City, Makati City</i>	<i>October 2014</i>	<i>Done remotely via webinars, adjusted required internship hours</i>
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(use additional sheets and add more rows as necessary)

Endorsed:

Signature over printed name of Dean or Head of Unit

Instruction: Kindly submit this form to Office of Field Activities Diliman two weeks before the official start of classes via email to ofadiliman@up.edu.ph