




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


DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101
+632 9285107 or +632 9818500 local 2583 | ovcaa.upd@up.edu.ph



MEMORANDUM NO. OVCAA-MTTP-OFA 21-007

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 : Submission of Summary List of Academic Field Activities (AFA) for
Midyear A.Y. 2020-2021 or First Trimester A.Y. 2021-2022 and Tagging
of AFA on CRS

DATE : 4 June 2021

The Office of Field Activities (OFA) Diliman is requesting academic units that are offering redesigned courses with academic field activities (AFAs) for the upcoming Midyear A.Y. 2020-2021 or 1st Trimester A.Y. 2021-2022 to submit a consolidated list of AFAs using the **OVCAA OFA Form 3 – Summary List of Academic Field Activities (COVID-19)**, which may be accessed by downloading the attached file in the email or by downloading the file at <https://ofa.upd.edu.ph/ofa-and-afas-what-you-need-to-know> under the video entitled, “What are Academic Field Activities?”. Instructions on accomplishing the form can be found in the video.

Considering that classes in UP Diliman are remotely done, OFA Diliman will still be requiring academic units to submit the form. **If the previous course syllabus (pre-pandemic) required the students to engage in AFAs, the unit is still advised to submit the necessary revised form in order for our office to keep track of the adjustments made by the unit to redesign AFAs.** Please be guided by the AFA typologies seen in Annex 1.

Kindly submit the OVCAA OFA Form No. 3 – Summary List of AFAs on or before **28 June 2021 (Tuesday)** for academic units following the regular semestral calendar; and on or before **5 July 2021 (Monday)** for academic units following the trimester calendar. Submissions shall be emailed to ofadiliman@up.edu.ph with the subject heading format as follows: **AFA Form 3 – [College/Unit Name] – [Midyear 20-21 or 1st Trimester 21-22]**

Furthermore, all academic units shall properly inform the students during the pre-enlistment period that the course involves redesigned AFAs by placing the appropriate CRS remarks found in Annex 2.

For more information about AFAs, you may watch our videos and download OFA forms at <https://ofa.upd.edu.ph/ofa-and-afas-what-you-need-to-know>.

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.

Annex 1: Matrix of Redesigned AFA Typologies

AFA Type	Example/Description	Duration	Location	Students are Supervised By:	Applicability in the time of COVID-19 pandemic
Type 1A	Internship/Practicum	Long-term	On/off-campus	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

Annex 2: CRS Remarks for Students' Information on Redesigned AFAs

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"