



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

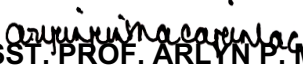
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MEMORANDUM NO. OVCAA-MTTP-OFA 21-008

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 : Reminders on the Processing of Memoranda of Agreement (MOA) for
Internships

DATE : 18 June 2021

The Office of Field Activities (OFA) Diliman has recently been receiving several inquiries from students requesting our Office to process memoranda of agreement (MOA) for internships between UP Diliman and host training establishments (e.g. companies, organizations, etc.). In line with this, we would like to remind all academic units about the following:

- The MOAs for internships between UP Diliman and host training establishments (HTEs) can only be processed by our office if these cover the internships of students that are **required by the courses in their curriculum**. This means that MOAs for voluntary internships cannot be accommodated by OFA Diliman as these are outside the ambit of our office's mandate;
- The internship course where the student is enrolled in must be part of the program's curriculum, whether as a **required course or as an elective course**;
- Requests for the processing of MOAs by OFA Diliman must be sent by the academic unit rather than the student. The faculty-in-charge of the course or a representative from the academic unit must be the one directly coordinating with the HTE for MOA

processing. This is to ensure that all details included in the MOA are in line with the course requirements; and

- Academic units that wish to partner up with host training establishments for students' internships are **highly encouraged to submit their requests for MOA processing a semester before the conduct of the internship course**. This is in consideration of the time and the channels that MOAs go through. It usually takes two to three months to complete the processing of the MOA.

For more information about internships, you may watch our video entitled "What is AFA Type 1A" and download all OFA Diliman 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 via email at ofadiliman@up.edu.ph.

Please be guided accordingly. Stay safe and healthy.

Thank you very much.