



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

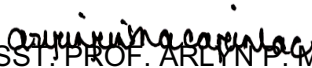
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MEMORANDUM NO. OVCAA-MTTP-OFA 21-006

TO : ALL DEANS, HEADS OF UNITS, AND FACULTY MEMBERS

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

FROM :   
ASST. PROF. ARLYN F. 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 Second Semester or Third Trimester A.Y. 2020-2021

DATE : 26 May 2021

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The Office of Field Activities (OFA) Diliman is requesting academic units that offered and conducted their **redesigned and online** Academic Field Activity (AFA) Type 1A: Internship/Practicum/On-the-Job Training (OJT) this Second Semester or Third Trimester 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 form in <https://ofa.upd.edu.ph/ofa-and-afas-what-you-need-to-know> under the "What is AFA Type 1A?" video. 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.

Units following the regular semestral calendar and trimestral calendar shall email their accomplished form on or before **23 June 2021, Wednesday** to [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) with the subject heading format as follows:

Form 5 – [College/Unit Name and Course Subject or Name] – [2nd Sem 20-21]

Example: Form 5 - CHE FLCD 174 - 2nd Sem 20-21

For more information about AFAs, you may watch our videos and download OFA forms using the link <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.