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UPD-OFA



MEMORANDUM NO. OVCAA-MTTP-OFA 22-003

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

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

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

SUBJECT : Reminders on the Processing of Memoranda of Agreement (MOA) or
Memoranda of Understanding (MOU) for Internships

DATE : 4 February 2022

In line with the processing of MOAs or MOUs for internships, the Office of Field Activities (OFA) Diliman would like to remind all academic units about the following:

- The MOAs or MOUs for internships between UP Diliman and host training establishments (HTEs) can only be processed by OFA Diliman if these internships are **required by the courses in their curriculum**. This means that MOAs or MOUs 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 must be part of the program's curriculum, whether as a **required course or as an elective course**;
- Requests for the processing of MOAs or MOUs by OFA Diliman must be sent by the academic unit rather than by the student. The faculty-in-charge (FIC) of the course or a representative from the academic unit must be the one directly coordinating with the HTE for MOA or MOU processing. This is to ensure that all details included in the MOA or MOU are in line with the course objectives and requirements;

- Academic units that wish to partner up with host training establishments for student internships are **highly encouraged to submit their requests for MOA or MOU processing a semester (or even earlier) before the conduct of the internship course**. This is in consideration of the time and the channels that MOAs or MOUs go through. It usually takes two to three months to complete the processing of the MOA or MOU;
- For academic units that will offer internships on a work-from-home or remote set-up, kindly ensure that a clause on this matter (e.g. “All approved internship activities during the COVID-19 pandemic shall be performed under a work-from-home arrangement until circumstances permit face-to-face internship training as mutually determined by COMPANY and the UNIVERSITY;”) is incorporated in the draft MOA or MOU. You may refer to the updated MOA/MOU template through this [link](#).
- Academic units that wish to offer **face-to-face (F2F) internships** must first secure the approval of the concerned LGU and UPD before any F2F internship activity is conducted. Please strictly follow the requirements from the [CHED-DOH Joint Memorandum Circular 2021-004](#) as well as the University’s guidelines for the gradual reopening of on-campus and off-campus F2F class activities;

For more information about internships, you may watch our video entitled “[What is AFA Type 1A](#)” and download applicable OFA Diliman forms linked below the aforementioned video, or through the <https://tinyurl.com/OFAFormsAndGuidelinesRevised>.

For questions and clarifications on the University policies related to field activities, please email us through ofadiliman@up.edu.ph.

Please be guided accordingly. Stay safe and healthy.

Thank you very much.