

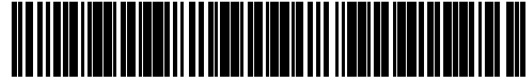


OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

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

DRS.UP.EDU.PH

UPD-OFA



2021-0902-1507-0123

MEMORANDUM NO. OVCAA-MTTP-OFA 22-001

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

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

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

SUBJECT : Accomplishment of the Online Evaluation Tool for the Semestral Report in the Implementation of Student Internship Program in the Philippines for First Semester or Second Trimester A.Y. 2021-2022

DATE : 10 January 2022

The Office of Field Activities (OFA) Diliman is requesting academic units that offered and conducted their practicum, OJT, or internship course this First Semester or Second Trimester A.Y. 2021-2022 to accomplish and submit the **online evaluation tool for the Semestral Report in the Implementation of Student Internship Program in the Philippines** at:

<https://tinyurl.com/EvalSemestralReport>

Please be reminded that the faculty-in-charge (FIC) of the practicum, OJT, or internship course must accomplish the form and ensure that urgent issues and/or concerns have been reported to the Head of Unit (if necessary).

The evaluation tool shall be accomplished on or before **18 January 2022, Tuesday** for courses conducted in the First Semester A.Y. 2021-2022 and **18 February 2022, Friday** for courses conducted in the Second Trimester A.Y. 2021-2022.

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. Thank you very much.