



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

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UPD-OFA



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MEMORANDUM NO. OVCAA-MTTP-OFA 22-005

**TO** : ALL DEANS, HEADS OF UNITS, AND 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** : Submission of Summary List of Academic Field Activities (AFA) for  
Midyear Term A.Y. 2021-2022

**DATE** : 30 May 2022

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The Office of Field Activities (OFA) Diliman is requesting academic units that are offering courses with field activities for the upcoming Midyear Term A.Y. 2021-2022 to submit a consolidated list of academic field activities (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 under the video entitled, "[What are Academic Field Activities?](#)". Instructions on accomplishing the form can also be found in the video.

Despite the adjustments made in the conduct of AFAs (e.g., remotely done, limited face-to-face arrangement, etc.) during this time of the pandemic, OFA Diliman will still be requiring academic units to submit OVCAA OFA Form No. 03. **If the previous course syllabus (pre-pandemic) required the students to engage in academic field activity, the unit is still advised to submit the necessary revised forms in order for our office to keep track of the adjustments made by the unit to redesign the AFA.** Please be guided by the AFA typologies found in Annex 1 or by watching the following links below:

- What are Academic Field Activities?: <https://tinyurl.com/whatareAFAs>

- What is AFA Type 1A?: <https://tinyurl.com/AFAtype1A>
- What are AFA Types 1B, 1C, 2A, and 2B?: <https://tinyurl.com/AFAshortandlongterm>
- What are AFA Types 3 and 4?: <https://tinyurl.com/AFAtypes3and4>

These videos can also be found on the OFA Diliman [website](#).

Furthermore, please take note that the conduct of any F2F AFA requires the academic unit to submit the following documents to OFA Diliman:

- (1) pertinent AFA documents; and
- (2) a copy of the Certificate of Authority to Conduct Limited F2F Activities (CoA) issued by UPD Chancellor Fidel R. Nemenzo.

Please be guided by the updated [UP Diliman Guidelines for the Gradual Reopening of F2F Class Activities](#) and the [CHED-DOH Joint Memorandum Circular 2021-004](#).

Kindly email your submission of the Summary List of AFAs on or before **17 June 2022 (Friday)** to [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) with the subject heading format as follows: **Summary List of AFAs [College/Unit Name] – [Midyear AY 21-22]**

For more information, you may read through the AFA guidelines (revised due to COVID-19) and may also gain access to the revised and downloadable AFA forms using the link: <https://tinyurl.com/OFAForms>.

For questions and clarifications on the University policies related to academic field activities, please contact the OFA Diliman via email: [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph).

Please be guided accordingly. Stay safe and healthy.

Thank you very much for your usual support and cooperation.

### Annex 1: Matrix of Redesigned AFA Typologies

AFA Type	Example/Description	Duration	Location	Students are Supervised By:	Adjustments made to the AFA due to COVID-19*
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, or with CHED/UPD approved face-to-face AFA component.
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, or with CHED/UPD approved face-to-face AFA component.
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, or with CHED/UPD approved face-to-face AFA component.
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, or with CHED/UPD approved face-to-face AFA component.
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, or with CHED/UPD approved face-to-face AFA component.
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, or with CHED/UPD approved face-to-face AFA component.
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, or with CHED/UPD approved face-to-face AFA component.
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, or with CHED/UPD approved face-to-face AFA component.
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, or with CHED/UPD approved face-to-face AFA component.

\* Kindly indicate how the course/s were redesigned in relation to the conduct of the academic field activities. This clarification is important in order for our office to ensure the safety of our students and faculty members. Please also specify the mode of conduct (e.g. online, limited face-to-face or blended) of your redesigned AFAs.