



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA-MTTP-OFA 22-006

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 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 Second Semester or Third Trimester A.Y. 2021-2022

DATE : 1 June 2022

The Office of Field Activities (OFA) Diliman is requesting academic units that offered practicum, OJT, or internship courses this Second Semester or Third 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>

The above-mentioned form must be accomplished and turned in by the Faculty-In-Charge (FIC) of the practicum, OJT, or internship course on or before **24 June 2022, Friday** for courses conducted in the Second Semester A.Y. 2021-2022; and **4 July 2022, Monday** for courses conducted in the Third Trimester A.Y. 2021-2022. The FIC must also ensure that urgent issues and/or concerns (if deemed necessary) have been reported to the Head of Unit.

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.