




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA-MTTP-OFA 22-004

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

THROUGH : 
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Officer-In-Charge, Office of the Vice-Chancellor for Academic Affairs

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

SUBJECT : Tagging of AFA on CRS for Midyear Term A.Y. 2021-2022 Pre-enlistment

DATE : 24 May 2022

For the upcoming Midyear Term A.Y. 2021-2022, the Office of Field Activities (OFA) Diliman is requesting academic units to properly inform students during the pre-enlistment period that the course involves redesigned academic field activities (AFAs) by placing the appropriate CRS remarks. Please be guided by the following:

| AFA Type | CRS REMARKS | SUGGESTED REMARKS DUE TO COVID-19 PANDEMIC |
|----------------|---|---|
| Type 1A | "WITH INTERNSHIP" | "AFA TYPE 1A. WITH REDESIGNED INTERNSHIP DUE TO COVID-19 PANDEMIC." |
| Type 1B and 1C | "WITH REQUIRED ACADEMIC FIELD ACTIVITY" | "AFA TYPE 1B/1C. WITH REDESIGNED ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC." |
| Type 2A and 2B | "WITH ACADEMIC FIELD ACTIVITY" | "AFA TYPE 2A/2B. WITH REDESIGNED ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC." |

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|---------|---|---|
| | | ACTIVITY DUE TO COVID-19 PANDEMIC.” |
| Type 4A | “WITH OFF-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY” | “AFA TYPE 4A. WITH REDESIGNED OFF-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC.” |
| Type 4B | “WITH ON-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY” | “AFA TYPE 4B. WITH REDESIGNED ON-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC.” |

Similarly, academic units offering courses with face-to-face (F2F) AFA component must properly inform their students by indicating the applicable CRS remarks. Please be guided by the following:

| STATUS OF REQUESTED F2F ACADEMIC FIELD ACTIVITY | SUGGESTED CRS REMARKS |
|---|--|
| For courses with F2F AFA requests that are still being processed | “ [AFA TYPE]. WITH F2F ACADEMIC FIELD ACTIVITY COMPONENT SUBJECT TO APPROVAL.” |
| For units that have already been issued a Certificate of Authority (CoA) to offer the course with F2F component this Midyear | "[AFA TYPE]. WITH APPROVED F2F AFA COMPONENT.” |

Moreover, another venue to inform the students regarding courses with redesigned or F2F AFAs is during class orientations. This can serve as an opportunity to inform the students about the applicable university policies and guidelines.

For more information about AFAs, you may watch our videos and download OFA forms at <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 email us at ofadiliman@up.edu.ph.

Please be guided accordingly. Stay safe and healthy.

Thank you very much for your support and cooperation.