




MEMORANDUM NO. OVCAA-MVLO-OFA 24-005

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

THROUGH : 
PROF. MARIA VANESSA P. LUSUNG-OYZON, Ph.D.
Vice-Chancellor for Academic Affairs, Office of the Vice-Chancellor for Academic Affairs

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

SUBJECT : Revised UP Diliman Local Academic Field Activity (AFA) Guidelines

DATE : 30 August 2024

The Office of Field Activities (OFA) Diliman, under the Office of the Vice Chancellor for Academic Affairs (OVCAA), acknowledges the significant role of various academic field activities (AFAs) in the holistic learning of students while keeping in mind its mandate to ensure the University's safe and relevant implementation of these AFAs.

In fulfillment of the above-mentioned mandate, our Office updated the [UP Diliman Local Academic Field Activity \(AFA\) Guidelines](#). These guidelines and the documents attached are for the **Local Internship/Practicum/OJT**, and other **On-campus** and **Off-campus AFAs** including **Special AFAs**, and **National Service Training Program (NSTP) AFAs**.

The revised guidelines reflect the Office's continuing efforts to improve the approval process of AFA requests. This version of the guidelines shall govern all AFA applications starting the first semester of the Academic Year 2024-2025, and shall remain in effect until revoked or amended.

Moreover, the approval of On-campus, NSTP, and Special F2F AFAs shall remain at the College level. Meanwhile, OFA Diliman shall continue to approve Off-Campus AFAs, and process practicum, OJT, or internship documentary requirements (e.g. MOA/MOU) and requests. OFA Diliman will keep monitoring the compliance of all academic units with the AFA Guidelines, and evaluate other submitted requirements for AFAs.

For questions and clarifications on the University policies related to AFAs, please contact the OFA Diliman via email: ofadiliman@up.edu.ph.

Thank you very much for your usual cooperation and support. Stay safe and healthy.