




Office of the Vice-Chancellor for Academic Affairs
Office of Field Activities Diliman



MEMORANDUM NO. OVCAA-MVLO-OFA 24-006

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 : Amendment of the Required Consent of Parent/Legal Guardian/Spouse for Students of Legal Age Participating in International Academic Field Activities (I-AFAs)

DATE : 23 September 2024

The Office of Field Activities (OFA) Diliman acknowledges the significant role of various academic field activities (AFAs) in students' holistic learning while ensuring the University's safe and relevant implementation of these AFAs. In OFA Diliman's continuous efforts to improve its processes and procedures, it regularly reviews the University policies on AFAs to ensure they are updated and properly operationalized.

This memorandum amends the required consent of parent/legal guardian/spouse for International Academic Field Activities (I-AFAs) as stipulated in the [UP Diliman International AFA Guidelines](#) released on 06 February 2024. The change is in accordance with the memorandum received by our Office from the Commission on Higher Education (CHED) in response to our query.

In the [UPD I-AFA Guidelines](#), the signature of the student's parent/legal guardian/spouse on the Student Participation Agreement (SPA) (Appendix D) is required. This does not exempt student participants who are 18 years old and above, consistent with [CHED Memorandum Order No. 26 Series of 2015](#) (Section 15.10, page 5) that requires written consent from the parent/legal guardian/spouse. However, this requirement, which applies even to student participants of legal age, has always been a bone of contention. Finally, our Office received a memorandum from CHED-Legal and Legislative Service clarifying the matter in response to our query. It states that:

“If the participating student is no longer a minor, regardless of whether she or he is married or not, parental consent becomes irrelevant because parental authority is lost by emancipation through reaching the age of majority pursuant to Article 228 of the Family Code.”

The said memorandum further clarifies that CHED’s issuance cannot supersede the basic provision of a law like the Family Code. The CHED-Legal and Legislative Service recommends amendment of the former to conform to the latter. In this light, our Office will henceforth be implementing the following amendments to the [UP Diliman I-AFA Guidelines](#):

FROM	TO
<p>Item 11 on page 4</p> <p>11. The FIC/adviser shall obtain from students the individually accomplished and notarized Student Participation Agreement (SPAs) (Appendix D) duly signed by the student participants and their parent/legal guardian/spouse. By signing this form, all parties indicate that they are properly informed about the learning activity, and voluntarily agree to the terms and conditions of the conduct of the I-AFA. It is also understood that the parent/legal guardian/spouse is the primary emergency contact person for her/his/their dependent/spouse.</p>	<p>Item 11 on page 4</p> <p>11. The FIC/adviser shall obtain from students the individually accomplished and notarized Student Participation Agreements (SPAs) (Appendix D) duly signed by the student participants and their parent or legal guardian, if applicable. The parent or legal guardian must sign the agreement to indicate consent if the participating student is below 18 years old. By signing the form, all parties indicate that they are properly informed about the learning activity, and voluntarily agree to the terms and conditions of the conduct of the I-AFA. It is also understood that the parent/legal guardian is the primary emergency contact person for her/his/their dependent.</p>
<p>Appendix D: Student Participation Agreement Terms of Agreement, item 1 on page 2</p> <p>1. Intention to participate: I express my full intention to participate in the international academic field activity. I confirm that I am in good academic standing as certified by [academic unit]. I also confirm that the unit has conducted consultations with the students/faculty/stakeholders and that all information regarding the I-AFA, including the possible risks and contingencies, has</p>	<p>Appendix D. Student Participation Agreement Terms of Agreement, item 1 on page 2</p> <p>1. Intention to participate: I express my full intention to participate in the international academic field activity. I confirm that I am in good academic standing as certified by [academic unit]. I also confirm that the unit has conducted consultations with the students/faculty/stakeholders and that all information regarding the I-AFA, including the possible risks and contingencies, has</p>

<p>been fully explained to me and my parent/legal guardian.</p>	<p>been fully explained to me and my parent/legal guardian.⁴</p> <p>Added this footnote to “and my parent/legal guardian:”</p> <p>⁴ if the student is below 18 years old</p>
<p>Appendix D: Student Participation Agreement on page 3</p> <p>I certify that I am the parent/legal guardian/spouse of the above-named participant in this I-AFA. The details of the I-AFA, including the possible risks and contingencies, have been fully explained to me. I have read the set of guidelines and understood its contents. I signed this agreement of my own free act. I acknowledge that my dependent/spouse and I have agreed to the terms and conditions of my dependent/spouse’s participation in this activity. I hereby give consent to/note her/his/their participation.</p> <p>_____</p> <p>Parent / Legal Guardian / Spouse’s Signature above Printed Name Date Signed: _____</p>	<p>Appendix D: Student Participation Agreement on page 3</p> <p><i>Students who are below 18 years of age must also obtain the signature of her/his/their parent or legal guardian below:</i></p> <p>I certify that I am the parent/legal guardian of the above-named participant in this I-AFA. The details of the I-AFA, including the possible risks and contingencies, have been fully explained to me. I have read the set of guidelines and understood its contents. I signed this agreement of my own free act. I acknowledge that my dependent and I have agreed to the terms and conditions of my dependent’s participation in this activity. I hereby give consent to her/his/their participation.</p> <p>_____</p> <p>Parent / Legal Guardian’s Signature above Printed Name Date Signed: _____</p>

Kindly note that students who are not of legal age and are participating in I-AFAs must obtain the consent of their parent/legal guardian. The faculty-in-charge (FIC) is also reminded to ensure that safety protocols and all required documents are in order before the conduct of I-AFAs. The FIC and the academic unit are further reminded to exercise due diligence in choosing the venue, partner community, or organization, and in deciding on other relevant considerations to ensure the safe, secure, and productive facilitation of the I-AFA/s.

For questions and clarifications on the University policies related to academic field activities, please message us via email at ofadiliman@up.edu.ph.

Please be guided accordingly. Thank you very much.