

OFA DILIMAN HIGHLIGHTS

2001

Moratorium on field trips; permission required for fieldwork
(ERR 01-126)

Authority to approve OCLA request given to Directors and Deans
(UPD Execom 28 Nov 2001)

2010

Reiterating the need for Colleges/Units to submit OCLA guidelines
(SSC 10-046)

2015

University-wide survey of Academic Field Activities (AFAs)
OVCAA BMP 15-094-A

AFAs defined and recognized; Typology introduced (8 types)
OVCAA BMP 15-094

Incident Field Reporting Guidelines
OVCAA BMP 15-095

2016

January

AFAs update of typology and Call to Symposium
OVCAA BMP 16-094-B

August

Teaching and Learning Reminders at the Start of the Semester
Memorandum No. OVCAA-BMP 16-205

February

Symposium on Best Practices in AFAs: Invitation and Program
OVCAA BMP 16-124

September

Start of OFA's Formal Operation

April

Reorganization of the UP Diliman Office of the Vice Chancellor for Academic Affairs
Executive Order No. PAEP 16-02

October

Office transferred to DILC building

June

Adhoc Committee for Student Insurance

November

Start of implementation of University Insurance

Office of Field Activities (OFA) Diliman: Functions, Programs, and Services
Memorandum No. OVCAA-BMP 16-189

November - December

FGD on Policies and Practices on AFAs in the University
API Project

2017

January

GSIS Group Personal Accident Insurance Plan
JFA 2017-004

November

Guidelines on Short-Term Field Activity (UPD AFA Type 1C, 2A, and 2B)
MLT 17-204

February

CHED and UP Moratorium of Field Trip and Other similar activities

Submission of List of AFAs for 2nd Semester AY 17-18 and tagging of AFA in CRS
OVCAA-ECA 17-073

March

AFA Type 1C Guidelines by OFA Diliman and NSTP
MLT 17-068

SPA & AFA Request Form Implementation

Student insurance Briefer
JFA 2017-057

2018

Launching of the Office of Field Activities Website (ofa.upd.edu.ph)
Memorandum No. OVCAA ECA-18-150

2019

Submission of Summary List of AFA for 1st Semester AY 19-20 and Tagging of AFA in CRS
Memorandum No. OVCAA ECA-19-383

Submission of Summary List of AFAs for 2nd Semester AY 19-20 and Tagging of AFA in CRS
Memorandum No. OVCAA ECA-19-494

2020

Online Shift of Processes and AFAs due to the COVID-19 Pandemic

Revision of Policies and Guidelines for all AFA Types
OVCAA Memorandum No. 2020-68

Temporary Suspension of Student Internship Abroad Program (SIAP)
CHED COVID Advisory

Online Processing of Memorandum of Agreement/Understanding for Student Internships and Request Forms for AFAs
Memorandum No. OVCAA-MTTP-OFA 20-002

Redesigned AFAs (e.g. work-from-home/remote set-up)

Addition of Work-From-Home Provision and Insurance on MOA and MOU

Development of AFA Monitoring Mechanisms and Tools to track submission of required AFA documents

Creation of Required Internships Database

2021

Web Launch of the four-part video series "OFA and AFAs: What You Need To Know"
Memorandum No. OVCAA-MTTP-OFA 21-003

A Baseline Research on the Awareness, Knowledge, Attitude, and Practices of UPD Stakeholders on UPD Policies on AFAs
OFA Diliman KAP Study

Involvement in the UPD Crisis Management Committee (CMC)

- **Development of UPD Guidelines for Gradual Reopening of Limited F2F Class Activities (Ver. 1 - 6)**
AO No. FRN-21-088: Crisis Management Committee Technical Team for the Gradual Reopening of Classes in UP Diliman
- **Presentation of the UPD F2F Guidelines to UPD COVID-19 Task Force**
- **Consultations with deans, academic units, parents, and students on the UPD F2F Guidelines**
- **Assessment on the readiness of UPD Facilities for F2F Classes**
- **Processing of Certificate of Authority to conduct limited F2F activities**
- **Development of UPD Guidelines for the conduct of F2F AFAs in response to the resumption of more F2F AFAs**
Memorandum No. OVCAA-MTTP OFA 22-009

2022

Guidelines for Remote International Internships co-developed with the Office of International Linkages in light of the Temporary SIAP Suspension
Memorandum No. OVCAA-MTTP-OFA-OILD 22-001

"Office of Field Activities Diliman: Exploring the Field through Remote Learning" on pp. 110-114 of the UP Pandemic eBook
<https://upd.edu.ph/wp-content/uploads/2022/08/Kapit-Yakap-Tindig.pdf>

Launching of the OFA Diliman Logo

2023

Academic Field Activity Guidelines (Annex 2) in the Back-to-Campus Plan and Updates on Preparations Second Semester AY 22-23
Memorandum No. FRN-23-002

Reclassification of AFAs into 5 Types (On-campus, Off-campus, Special AFAs, Internship/ Practicum/On-the-Job Training, NSTP AFAs)
Annex 2 Memorandum No. FRN-23-002

International AFA and Internships Benchmarking with FEU Institute of Tourism and Hotel Management

2024

AFAano: A GUIDE TO LOCAL AND INTERNATIONAL ACADEMIC FIELD ACTIVITIES (AFAs)
Video Series

UP Diliman International Academic Field Activity (I-AFA) Guidelines
Memo No. OVCAA-MVLO-OFA 24-003

MOA Renewal/Extension Template for Internships, Practicum, and OJT
Memo No. OVCAA-MVLO-OFA 24-001

Revised UP Diliman Local Academic Field Activity (AFA) Guidelines
Memo No. OVCAA-MVLO-OFA 24-005

AFA Spotlight Campaign
Memo No. OVCAA-MVLO-OFA 24-002

Benchmarking Activities with Ateneo De Manila University and Polytechnic University of the Philippines



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