On-campus AFAs*
Approval: College-level

PRE ON-CAMPUS AFA

POST ON-CAMPUS AFA

Prepare and ensure that the following documents are in order:

1. Summary Report of On-campus AFAs

2. UP Health Service medical clearance *(as deemed necessary by the academic unit)*

3. Copy of student's insurance policy *(for students ineligible for RA 10931)*

Submit documents to OFA Diliman via email at the **beginning of the semester or at least seven (7) working days before the earliest date of AFA implementation**

Evaluate and record the Summary Report in the AFA database

Return the OFA-stamped Summary Report to the unit

Revise or provide necessary documents as advised before proceeding further

Accomplish the AFA Evaluation Form

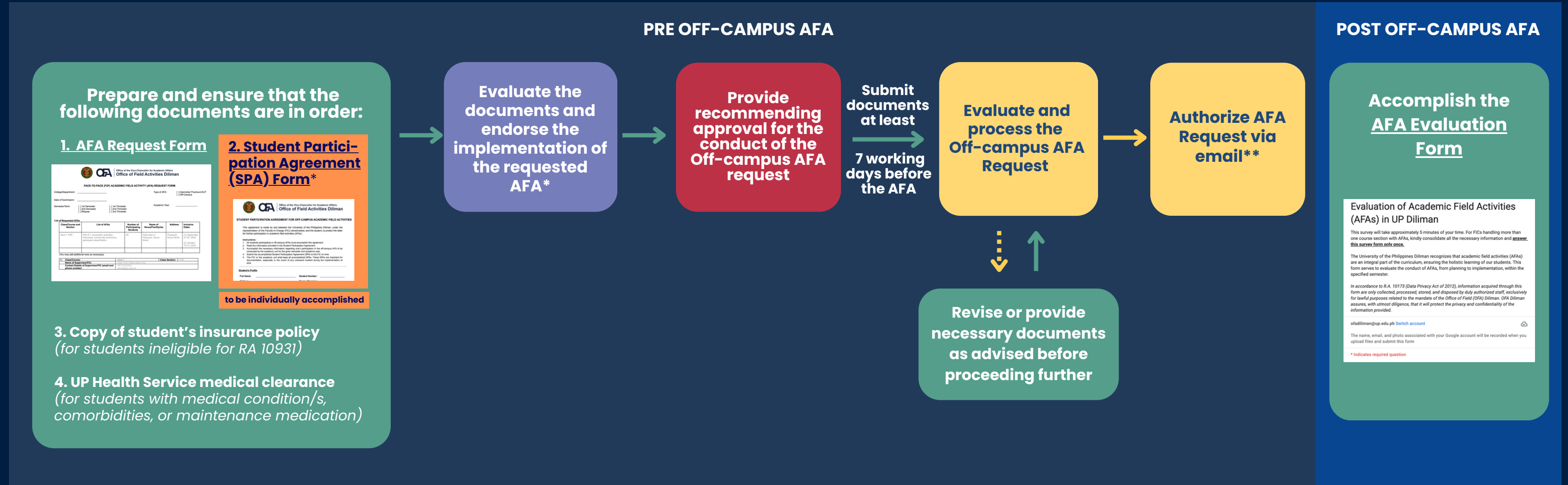**Each academic unit determines its own approval process and guidelines, ensuring safe and secure facilitation of on-campus AFAs. Unit guidelines must be consistent with the relevant University and CHED Guidelines.*

Academic Unit/AFA Committee of the Academic Unit | OFA Diliman | With revision/s | Faculty-In-Charge

Based on the UPD Local AFA Guidelines (30 August 2024)

Off-campus AFAs
Approval: University-level

PRE OFF-CAMPUS AFA

POST OFF-CAMPUS AFA

Prepare and ensure that the following documents are in order:

1. AFA Request Form

2. Student Partici-pation Agreement (SPA) Form*

to be individually accomplished

3. Copy of student's insurance policy *(for students ineligible for RA 10931)*

4. UP Health Service medical clearance *(for students with medical condition/s, comorbidities, or maintenance medication)*

Evaluate the documents and endorse the implementation of the requested AFA*

Provide recommending approval for the conduct of the Off-campus AFA request

Submit documents at least 7 working days before the AFA

Evaluate and process the Off-campus AFA Request

Revise or provide necessary documents as advised before proceeding further

Authorize AFA Request via email**

Accomplish the AFA Evaluation Form

Evaluation of Academic Field Activities (AFAs) in UP Diliman

*Please note that students from the UP Integrated School (UPIS) and UP Child Development Center (UPCDC) must use the UPIS/UPCDC-Student Participation Agreement
**The endorsement indicates that the requesting academic unit has found the requirements for the safe implementation of the requested AFA to be in order (e.g. safety of AFA venue/s, etc.) and the other requirements compliant with the relevant University and CHED Guidelines.
***Per the Office for the Advancement of Teaching (OAT), FICs with AFA-related trips must upload the screenshot of the AFA request email approval as attachment to their UTAK TA/TO application.

■ Faculty-In-Charge ■ Department Chair/Institute Director/ AFA Committee of the Academic Unit ■ Dean/ Head of Unit ■ OFA Diliman ■ Participating Students

Based on the UPD Local AFA Guidelines (30 August 2024)

On-campus Internships, Practicum, On-the-Job Training
with UP Diliman offices
Approval: University-level

PRE-INTERNSHIP/PRACTICUM/OJT

POST-INTERNSHIP/ PRACTICUM/OJT

Prepare and ensure that the following documents are in order:

1. AFA Request Form

2. Notarized Internship Contract

to be individually accomplished

3. **Copy of student's insurance policy** *(for students ineligible for RA 10931)*

4. **UP Health Service medical clearance** *(for students with medical condition/s, comorbidities, or maintenance medication)*

Evaluate the documents and endorse the implementation of the requested AFA*

Provide recommending approval for the conduct of the Internship/ Practicum/OJT

Submit documents at least 7 working days before the AFA

Evaluate and process the AFA Request and other documentary requirements

Revise or provide necessary documents as advised before proceeding further

Authorize AFA Request via email

Accomplish the AFA Evaluation Form

*The endorsement indicates that the requesting academic unit has found the requirements for the safe implementation of the requested AFA to be in order (e.g. safety of AFA venue/s, etc.) and the other requirements compliant with the relevant University and CHED Guidelines.

Legend:
- Faculty-In-Charge
- Department Chair/ Institute Director/ AFA Committee of the Academic Unit
- Dean/ Head of Unit
- OFA Diliman
- Participating Students
- With revision/s

Based on the UPD Local AFA Guidelines (30 August 2024)

Local Internships, Practicum, On-the-Job Training
within UP System Offices and other autonomous UP units
Approval: University-level

PRE-INTERNSHIP/PRACTICUM/OJT

POST-INTERNSHIP/ PRACTICUM/OJT

Prepare and ensure that the following documents are in order:

1. Valid AO and TOR

2. AFA Request Form

3. Notarized Internship Contract

to be individually accomplished

4. **Copy of student's insurance policy** *(for students ineligible for RA 10931)*

5. **UP Health Service medical clearance** *(for students with medical condition/s, comorbidities, or maintenance medication)*

Evaluate the documents and endorse the implementation of the requested AFA*

Provide recommending approval for the conduct of the Internship/ Practicum/OJT

Submit documents at least 7 working days before the AFA

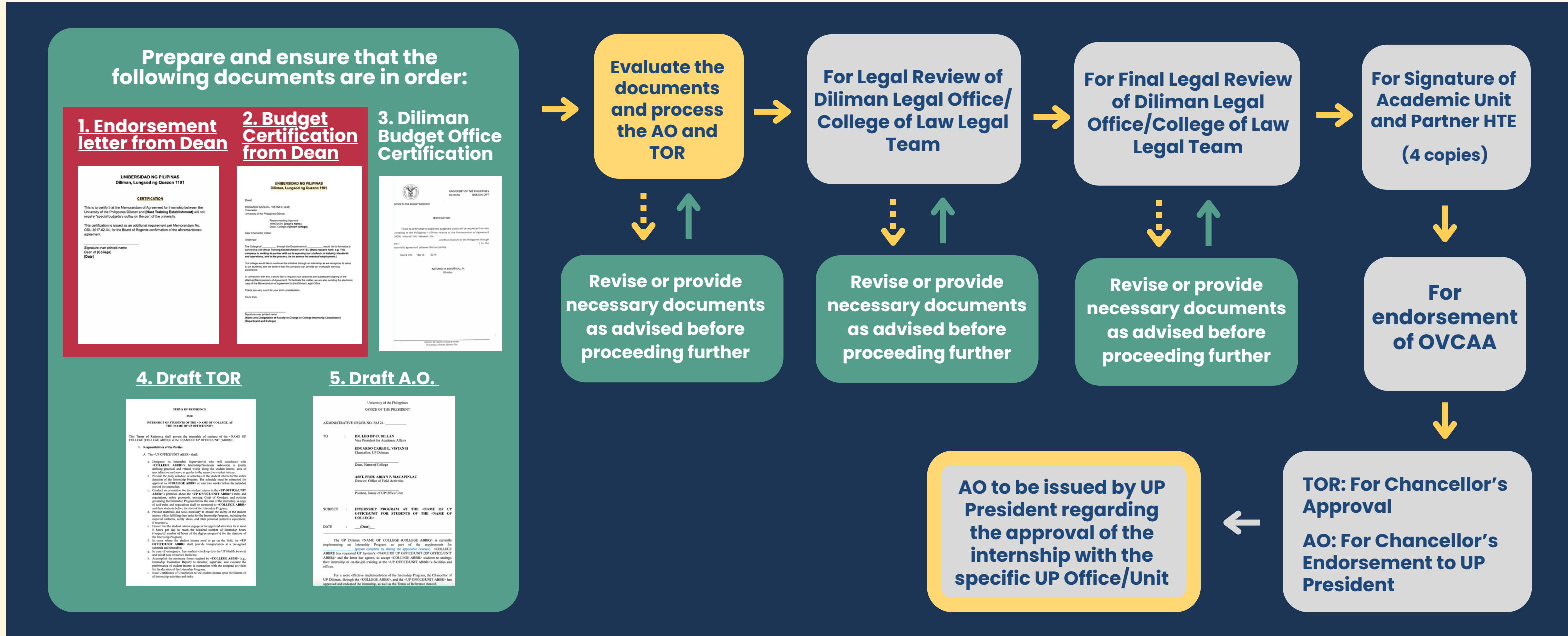**Evaluate and process the AFA Request and other documentary requirements**

Revise or provide necessary documents as advised before proceeding further

Authorize AFA Request via email

Accomplish the AFA Evaluation Form

*The endorsement indicates that the requesting academic unit has found the requirements for the safe implementation of the requested AFA to be in order (e.g. safety of AFA venue/s, etc.) and the other requirements compliant with the relevant University and CHED Guidelines.

Faculty-In-Charge

Department Chair/Institute Director/ AFA Committee of the Academic Unit

Dean/ Head of Unit

OFA Diliman

Participating Students

With revision/s

Processing of Administrative Order (AO) and Terms of Reference (TOR) for Internships, Practicum, and On-the-Job Training with UP Diliman, UP System Offices, and other autonomous UP units

Prepare and ensure that the following documents are in order:

1. Endorsement letter from Dean

2. Budget Certification from Dean

3. Diliman Budget Office Certification

4. Draft TOR

5. Draft A.O.

Evaluate the documents and process the AO and TOR
→ Revise or provide necessary documents as advised before proceeding further

For Legal Review of Diliman Legal Office/ College of Law Legal Team
→ Revise or provide necessary documents as advised before proceeding further

For Final Legal Review of Diliman Legal Office/College of Law Legal Team
→ Revise or provide necessary documents as advised before proceeding further

For Signature of Academic Unit and Partner HTE (4 copies)

For endorsement of OVCAA

TOR: For Chancellor's Approval

AO: For Chancellor's Endorsement to UP President

AO to be issued by UP President regarding the approval of the internship with the specific UP Office/Unit

Legend:
- Faculty-In-Charge
- Dean/ Head of Unit
- OFA Diliman
- Other UP Offices Involved
- With revision/s

Local off-campus Internships, Practicum, On-the-Job Training with Host Training Establishments (HTEs)

PRE-INTERNSHIP/PRACTICUM/OJT

POST-INTERNSHIP/PRACTICUM/OJT

Prepare and ensure that the following documents are in order:

1. Valid Memorandum of Agreement (MOA)

2. AFA Request Form

3. Notarized Internship Contract

to be individually accomplished

4. Copy of student's insurance policy *(for students ineligible for RA 10931)*

5. UP Health Service medical clearance *(for students with medical condition/s, comorbidities, or maintenance medication)*

Evaluate the documents and endorse the implementation of the requested AFA*

Provide recommending approval for the conduct of the Internship/ Practicum/OJT

Submit documents at least 7 working days before the AFA

Evaluate and process the AFA Request and other documentary requirements
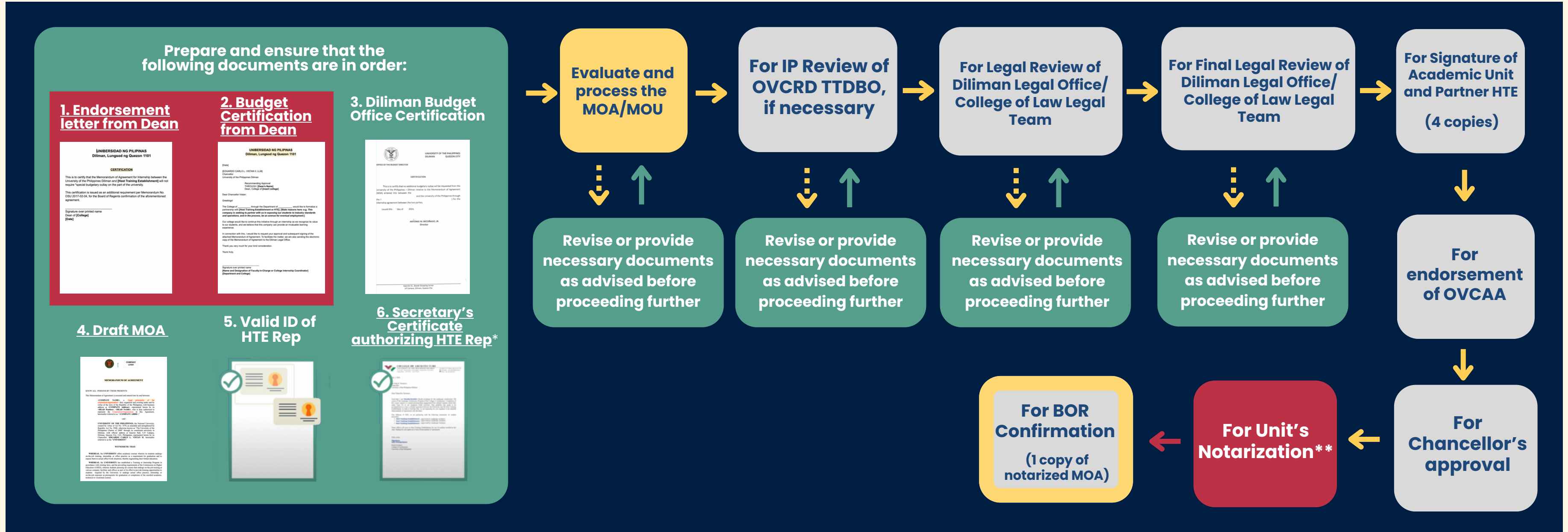
Authorize AFA Request via email

Accomplish the AFA Evaluation Form

Revise or provide necessary documents as advised before proceeding further

*The endorsement indicates that the requesting academic unit has found the requirements for the safe implementation of the requested AFA to be in order (e.g. safety of AFA venue/s, etc.) and the other requirements compliant with the relevant University and CHED Guidelines.

Legend:
- Faculty-In-Charge
- Department Chair/Institute Director/ AFA Committee of the Academic Unit
- Dean/ Head of Unit
- OFA Diliman
- Participating Students
- With revision/s

MOA Processing with HTEs

Prepare and ensure that the following documents are in order:

1. Endorsement letter from Dean

2. Budget Certification from Dean

3. Diliman Budget Office Certification

4. Draft MOA

5. Valid ID of HTE Rep

6. Secretary's Certificate authorizing HTE Rep*

→ **Evaluate and process the MOA/MOU**

→ **For IP Review of OVCRD TTDBO, if necessary**

→ **For Legal Review of Diliman Legal Office/ College of Law Legal Team**

→ **For Final Legal Review of Diliman Legal Office/ College of Law Legal Team**

→ **For Signature of Academic Unit and Partner HTE (4 copies)**

Revise or provide necessary documents as advised before proceeding further (under Evaluate and process the MOA/MOU)

Revise or provide necessary documents as advised before proceeding further (under For IP Review)

Revise or provide necessary documents as advised before proceeding further (under Legal Review)

Revise or provide necessary documents as advised before proceeding further (under Final Legal Review)

↓ **For endorsement of OVCAA**

↓ **For Chancellor's approval**

← **For Unit's Notarization****

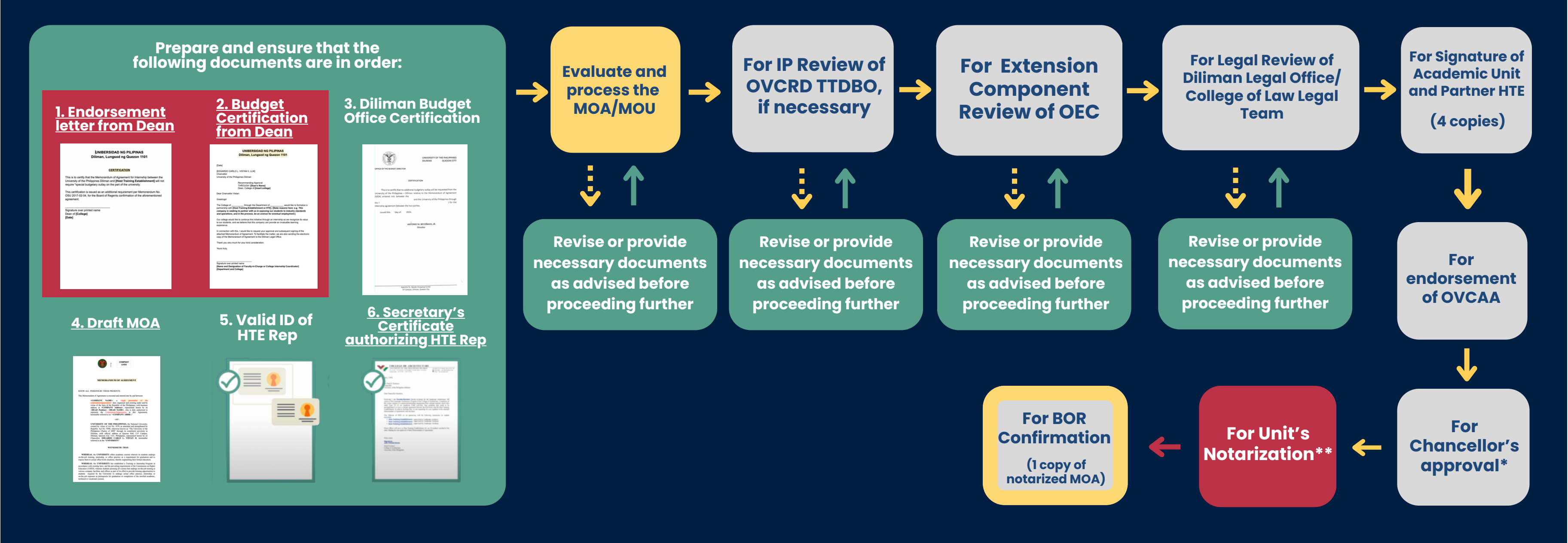← **For BOR Confirmation (1 copy of notarized MOA)**

---

* If the HTE is a corporation, a Secretary's Certificate must be submitted; If HTE is a sole proprietorship, the name of the owner must be indicated in the MOA, and a Certificate of DTI registration must be supplied. Otherwise, a Special Power of Attorney (SPA) for the signatory must be secured if the s/he is not the owner. If HTE is a partnership, an SPA for the signatory must be secured if s/he is not a partner; If HTE is a local-government unit (LGU), a Sangguniang Bayan (SB) Resolution must be submitted.

**After the notarization, the requesting unit must send one (1) notarized copy of the MOA to OFA Diliman as soon as possible. This is to get BOR Confirmation within the allotted period of three months after the MOA is signed by the Chancellor. The other three notarized copies are for the requesting unit's Dean, the FIC, and the HTE.

Legend:
- Faculty-In-Charge
- Dean/ Head of Unit
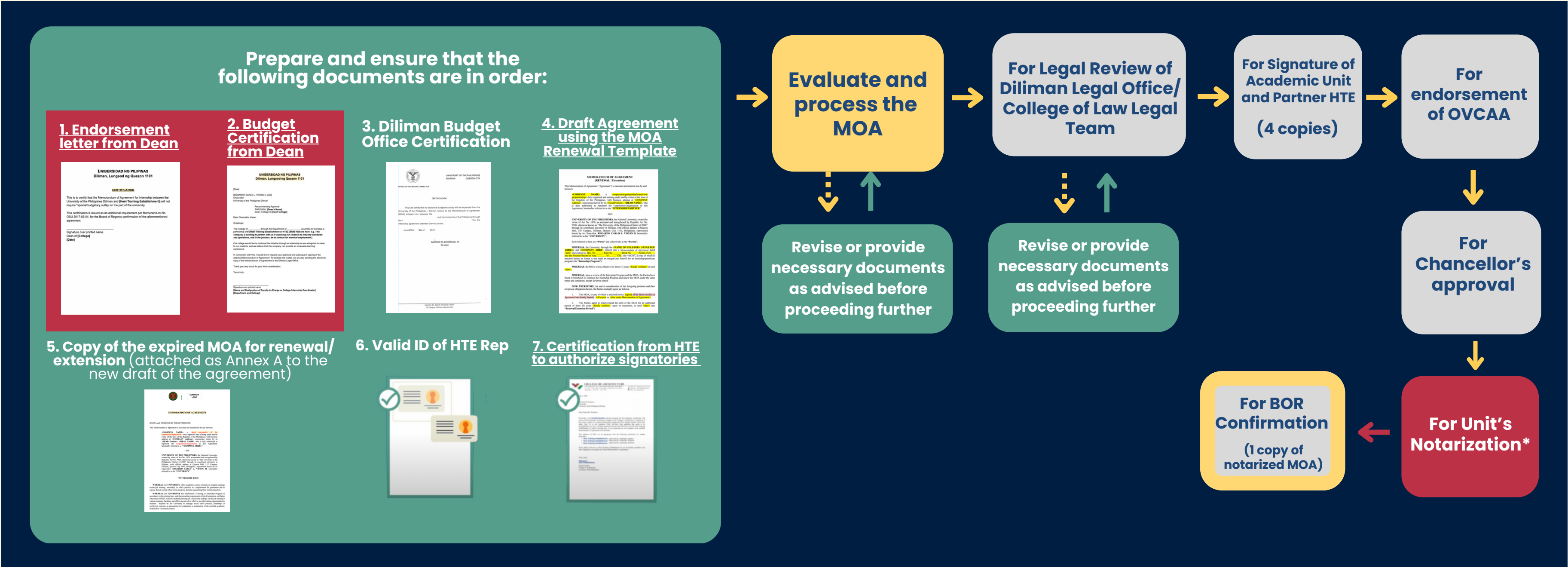- OFA Diliman
- Other UP Offices Involved
- With revision/s

MOA Processing for AFA-related MOAs with extension component

Prepare and ensure that the following documents are in order:

1. **Endorsement letter from Dean**

2. **Budget Certification from Dean**

3. **Diliman Budget Office Certification**

4. **Draft MOA**

5. **Valid ID of HTE Rep**

6. **Secretary's Certificate authorizing HTE Rep**

Evaluate and process the MOA/MOU

For IP Review of OVCRD TTDBO, if necessary

For Extension Component Review of OEC

For Legal Review of Diliman Legal Office/ College of Law Legal Team

For Signature of Academic Unit and Partner HTE (4 copies)

Revise or provide necessary documents as advised before proceeding further

Revise or provide necessary documents as advised before proceeding further

Revise or provide necessary documents as advised before proceeding further

Revise or provide necessary documents as advised before proceeding further

For endorsement of OVCAA

For BOR Confirmation (1 copy of notarized MOA)

For Unit's Notarization**

For Chancellor's approval*

*After the notarization, the requesting unit must send one (1) notarized copy of the MOA to OFA Diliman as soon as possible. This is to get BOR Confirmation within the allotted period of three months after the MOA is signed by the Chancellor. The other three notarized copies are for the requesting unit's Dean, the FIC, and the HTE.
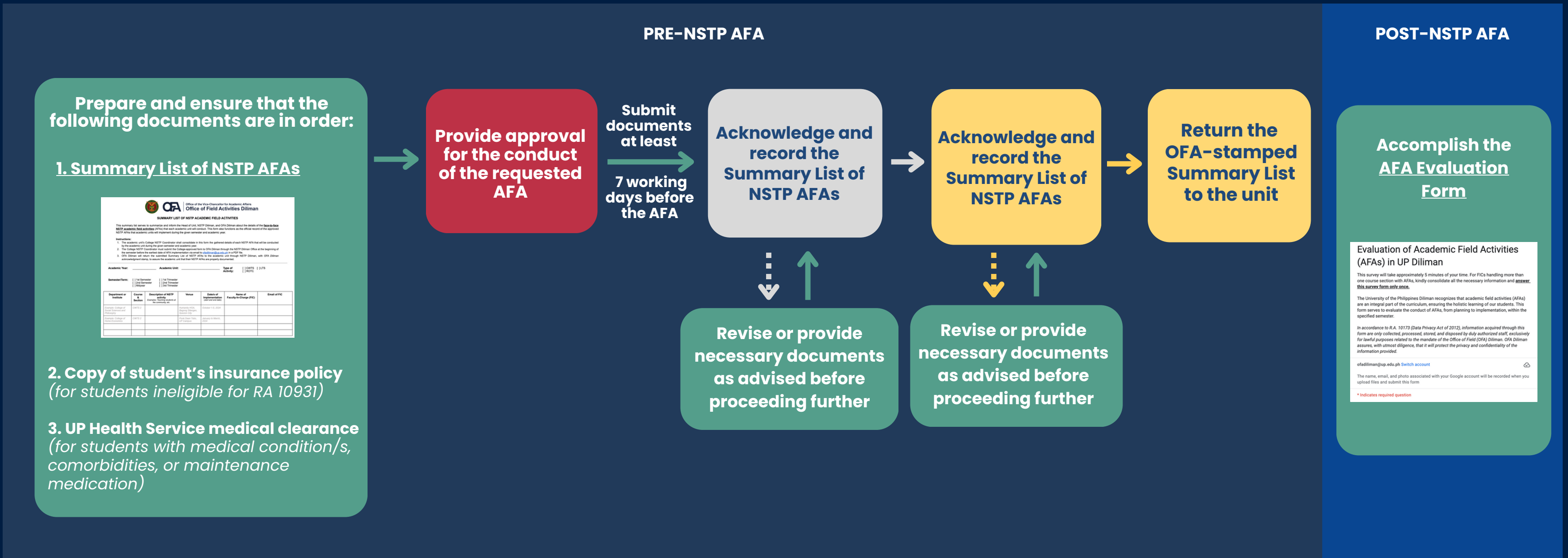
Legend:
- Faculty-In-Charge
- Dean/ Head of Unit
- OFA Diliman
- Other UP Offices Involved
- With revision/s

Based on the UPD Local AFA Guidelines (30 August 2024)

Renewal/extension of previously-approved MOAs

Prepare and ensure that the following documents are in order:

1. Endorsement letter from Dean

2. Budget Certification from Dean

3. Diliman Budget Office Certification

4. Draft Agreement using the MOA Renewal Template

5. Copy of the expired MOA for renewal/ extension (attached as Annex A to the new draft of the agreement)

6. Valid ID of HTE Rep

7. Certification from HTE to authorize signatories

Evaluate and process the MOA

Revise or provide necessary documents as advised before proceeding further

For Legal Review of Diliman Legal Office/ College of Law Legal Team

Revise or provide necessary documents as advised before proceeding further

For Signature of Academic Unit and Partner HTE (4 copies)

For endorsement of OVCAA

For Chancellor's approval

For Unit's Notarization*

For BOR Confirmation (1 copy of notarized MOA)

*After the notarization, the requesting unit must send one (1) notarized copy of the MOA to OFA Diliman as soon as possible. This is to get BOR Confirmation within the allotted period of three months after the MOA is signed by the Chancellor. The other three notarized copies are for the requesting unit's Dean, the FIC, and the HTE.

Legend:
- Faculty-In-Charge
- Dean/ Head of Unit
- OFA Diliman
- Other UP Offices Involved
- With revision/s

Based on the UPD Local AFA Guidelines (30 August 2024)

NSTP Community Engagement Projects and Other NSTP AFAs

Approval: College-level

PRE-NSTP AFA

POST-NSTP AFA

Prepare and ensure that the following documents are in order:

1. Summary List of NSTP AFAs

2. Copy of student's insurance policy *(for students ineligible for RA 10931)*

3. UP Health Service medical clearance *(for students with medical condition/s, comorbidities, or maintenance medication)*

Provide approval for the conduct of the requested AFA

Submit documents at least

7 working days before the AFA

Acknowledge and record the Summary List of NSTP AFAs

Acknowledge and record the Summary List of NSTP AFAs

Return the OFA-stamped Summary List to the unit

Accomplish the AFA Evaluation Form

Revise or provide necessary documents as advised before proceeding further

Revise or provide necessary documents as advised before proceeding further

Faculty-In-Charge/ NSTP Coordinator   Dean/ Head of Unit   OFA Diliman   NSTP Diliman   With revision/s

Based on the UPD Local AFA Guidelines (30 August 2024)

International AFAs (I-AFAs)
Approval: University-level

PRE I-AFA

POST I-AFA

Prepare and ensure that the following documents are in order:

1. **I-AFA Request Form**

2. **Approved documents from the Host Country of the I-AFA** (e.g. Invitation Letter, required vaccinations, etc.)

3. **Notarized Student Participation Agreement**

4. **Copy of the students':**
- **round trip ticket with flight details**
- **medical clearance**
- **certification of good academic standing**
- **appropriate insurance***
- **appropriate visa (if applicable)**

to be individually accomplished by the students

Endorse the conduct of the requested AFAs**

Provide recommending approval for the conduct of the requested AFAs

Evaluate and process the I-AFA Request

For evaluation and processing of OIL Diliman

For Endorsement of OVCAA

For Chancellor's signature***

Revise or provide necessary documents as advised before proceeding further

Revise or provide necessary documents as advised before proceeding further

Accomplish the I-AFA Evaluation form

International Internship/On-the-Job Training (OJT)/Practicum and Other Academic Field Activities (AFA) Evaluation Form

The University recognizes that Academic Field Activities form an integral part of the delivery of specific courses and programs.

This form is to be accomplished by the students and the Faculty-in-Charge (FIC)/Adviser serves to evaluate the planning, implementation, and completion of the international internship/on-the-job training (OJT)/practicum courses and other international academic field activities (I-AFA) offered by the academic units. It also aims to assess the safety and security of the students during the implementation of their international academic field activity.

The data collected in this form may be used for the end-of-year reporting, OFA Diliman Website, and other communication materials to showcase UP Diliman students' partaking in I-AFAs and international internship/on-the-job training (OJT)/practicum programs beyond the four walls of the classroom. In accordance with R.A. 10173 (Data Privacy Act of 2012), information acquired through this form are only collected, processed, stored, and disposed by duly authorized staff, exclusively for lawful purposes related to the mandate of the Office of Field (OFA) Diliman. OFA Diliman assures, with utmost diligence, that it will protect the privacy and confidentiality of the information provided.
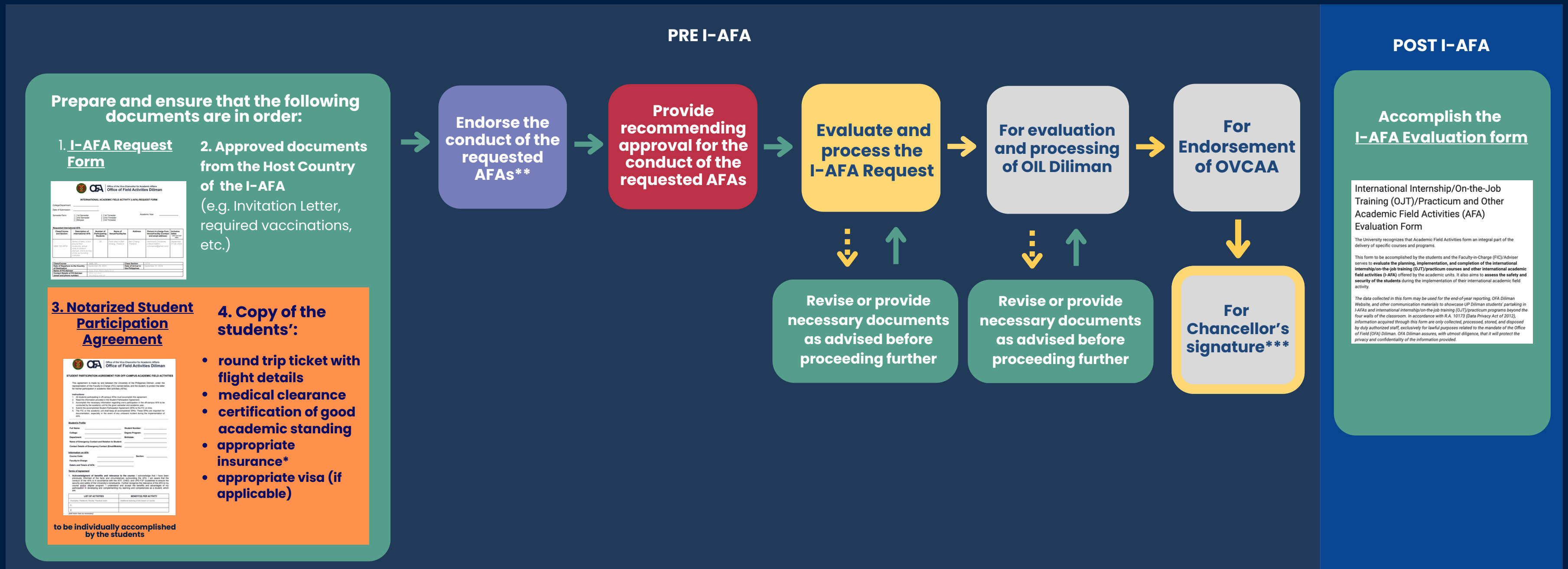
*must cover students' departure to their arrival in the Philippines; must include medical expenses, hospitalization, accidents, and other emergency situations in country of destination

**The endorsement indicates that the requesting academic unit has found the requirements for the safe implementation of the requested AFA to be in order (e.g. safety of AFA venue/s, etc.) and the other requirements compliant with the relevant University and CHED Guidelines.

***OFA Diliman will forward the Chancellor-approved I-AFA Request to the FIC to use this as attachment in applying for a Travel Authority via UTAK. Allot at least two (2) months to process both the I-AFA requirements and the Travel Authority application.

Legend:
- Faculty-In-Charge
- Department Chair/Institute Director/ AFA Committee of the Academic Unit
- Dean/ Head of Unit
- Participating Students
- OFA Diliman
- Other UP Offices Involved
- With revision/s

Based on the UPD I-AFA Guidelines (6 February 2024)