

# Local AFA Matrix

Based on the [UPD Local AFA Guidelines \(30 August 2024\)](#).

Type of AFA	Definition	Examples	Requirements	Submission Deadline	Approval
<b>On-campus AFA</b>	Field activities conducted outside the regularly assigned classrooms but within the premises of the UP Diliman Campus or its constituent unit.	<ul style="list-style-type: none"> <li>Field surveys of engineering students at the academic oval</li> <li>Vargas Museum tour</li> <li>Bird-watching at UP Arboretum.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Summary Report</a></li> <li><a href="#">AFA Evaluation Form</a></li> <li>Compliance with insurance and medical clearance requirements (as determined by the academic unit)</li> </ul>	At the beginning of the semester or 7 working days before the earliest date of AFA implementation	College-level
<b>Off-campus AFA</b>	Field activities undertaken outside the premises of UP Diliman, or outside the premises of its constituent unit.	<ul style="list-style-type: none"> <li>Plant industry visits</li> <li>Field trips</li> <li>Community immersion</li> <li>Field school</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Academic Field Activity (AFA) Request Form</a></li> <li><a href="#">Student Participation Agreements (SPA)</a></li> <li><a href="#">Student Participation Agreement (for UPIS and UPCDC Students only)</a>.</li> <li><a href="#">AFA Evaluation Form</a></li> <li>Compliance with insurance and medical clearance requirements</li> </ul>	At least seven (7) days prior to the activity date	University-level
<b>Local Internship, OJT, or Practicum</b>	Long-term deployment of student intern/s to a host training establishment (HTE) as coordinated by the students' respective academic unit. This long-term deployment may either be on-campus or off-campus.	<ul style="list-style-type: none"> <li>Teaching practicum of Education Majors at UP Integrated School,</li> <li>Internship of Tourism and Hotel, Restaurant, and Institution Management (HRIM) students at the University Hotel</li> <li>Internship of Computer Science students at reputable technology companies</li> </ul>	<ul style="list-style-type: none"> <li>Valid <a href="#">MOA/MOU</a> or <a href="#">TOR</a> and <a href="#">AO</a></li> <li><a href="#">College-endorsed AFA Request Form</a></li> <li>Notarized <a href="#">Internship Contract</a></li> <li><a href="#">AFA Evaluation Form</a></li> <li>Compliance with insurance and medical clearance requirements</li> </ul>	<p>At least a semester before the target implementation date for the processing of the MOA;</p> <p>And at least seven working days prior the start date of the internship program for the internship contract/s and AFA Request Form</p>	University-level
<b>NSTP AFAs</b>	Any on or off-campus field activity performed as part of a student's NSTP curriculum.	<ul style="list-style-type: none"> <li>Community surveys</li> <li>Community immersions</li> <li>Facilitating literacy sessions for grade school students</li> <li>Volunteer work at an animal shelter</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Summary List of NSTP Academic Field Activities</a></li> <li><a href="#">AFA Evaluation Form</a></li> <li>Compliance with insurance and medical clearance requirements</li> </ul>	At the beginning of the semester or 7 working days before the earliest date of AFA implementation	College-level
<b>Special AFAs</b>	Time-sensitive invitations to attend or participate in culture and arts events or programs outside the University	<ul style="list-style-type: none"> <li>Last-minute invite to a performance viewing at the Cultural Center of the Philippines</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Special AFA Request Form</a></li> <li><a href="#">AFA Evaluation Form</a></li> <li>Compliance with insurance and medical clearance requirements</li> </ul>	At least two (2) days before the activity date	College-level

Please check the [OFA Diliman website](#) to ensure that you are using the current version of the forms and matrix.