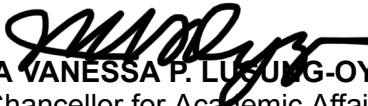
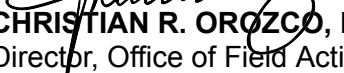




MEMORANDUM NO.OVCAA-MVLO-OFA 25-001

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

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

FROM : 
CHRISTIAN R. OROZCO, Ph.D.
Director, Office of Field Activities Diliman

SUBJECT : Reminders on the Processing of AFAs

DATE : 03 February 2025

The University recognizes the significant role of various academic field activities (AFAs) in the holistic learning of students. As we strive for the safe implementation of these AFAs, OFA Diliman would like to remind all academic units to ensure the following before the conduct of AFAs this **2nd semester A.Y. 2024-2025**:

- The requested AFA/s must fulfill any/all of the approved competencies and learning;
- The student participants are properly enrolled in the course/subject with AFA;
- The medical clearance (if applicable)¹ and insurance² requirements are complied with;
- All requirements must be in order before the start date of the AFAs. AFA requests with complete attachments requiring OFA Diliman's review and approval must be submitted to OFA Diliman via email (ofadiliman@up.edu.ph) at least seven (7) working days before the target date of AFA implementation. Only the implementation of duly approved AFA requests shall be authorized by the University.

The approval of **On-campus, NSTP, and Special AFAs** still remains 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. AFAs conducted outside the Philippines or **International AFAs (I-AFAs)** are approved by the UP Diliman Chancellor.

¹ Students with medical condition/s, comorbidities, or maintenance medication must consult UP Health Service and secure medical clearance before joining the AFA.

² Students who are NOT eligible for RA 10931 Free Tuition Act must secure insurance valid for the scheduled AFA.

For the conduct of on-campus, off-campus, local internship/on-the-job (OJT) training/practicum, National Service Training Program (NSTP) Community Engagement, and Special AFAs, please be guided by [Memo No. OVCAA-MVLO-OFA 24-005](#). For International AFAs (I-AFAs), please refer to [Memo No. OVCAA-MVLO-OFA 24-003](#). OFA Diliman will keep monitoring the compliance of all academic units with the AFA Guidelines, and evaluate other submitted requirements for AFAs.

With due diligence by all parties, especially the faculty member in charge, every field activity is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property. In the unlikely event that any untoward incident takes place during an AFA, the FIC/IC shall be guided by the Field Incident Reporting (FIR) Guidelines ([Memorandum No. OVCAA-BMP 15-095](#)). OFA Diliman must also be informed of the incident immediately via email at ofadiliman@up.edu.ph.

For more information on the AFAs, you may refer to the AFA Matrix below. You may also visit the official OFA Diliman [website](#), for more information on the aforementioned memos, as well as the AFA and I-AFA guidelines. For questions and clarifications on the University policies related to field activities, please email us through ofadiliman@up.edu.ph.

Please be guided accordingly. Stay safe and healthy.

Thank you very much.

AFA Matrix

Type of AFA	Definition	Requirements ³	Submission Deadline	Approval
On-Campus AFAs	Field activities conducted outside the regularly assigned classrooms but within the premises of the UP Diliman Campus or its constituent unit. Examples include field surveys of engineering students at the academic oval, Vargas Museum tour, and bird-watching in UP Arboretum.	<ul style="list-style-type: none"> • Summary Report • AFA Evaluation Form • Compliance with insurance and medical clearance⁴ requirements 	At the beginning of the semester or 7 working days before the earliest date of AFA implementation	College-level Approval
Off-Campus AFAs	Field activities undertaken outside the premises of UP Diliman, or outside the premises of its constituent unit. Examples include plant industry visits, field trips, community immersion, field school.	<ul style="list-style-type: none"> • Academic Field Activity (AFA) Request Form • Student Participation Agreements (SPA) • Student Participation Agreement (for UPIS and UPCDC Students only) • AFA Evaluation Form • Compliance with insurance and medical clearance requirements 	At least seven (7) days prior to the activity date	University-level Approval (OFA Diliman's approval)

³ College-level requirements are not indicated in this matrix. Faculty members are advised to consult with their College for the College-level AFA processes for proper guidance.

⁴ As determined by the academic unit

Local Internship, OJT, or Practicum	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"> • Valid MOA/MOU or TOR and AO • College-endorsed AFA Request Form • Notarized Internship Contract • AFA Evaluation Form • Compliance with insurance and medical clearance requirements 	At least a semester before the target implementation date for the processing of the MOA; And at least seven working days prior the start date of the internship program for the internship contract/s and AFA Request Form	University-level Approval (OFA Diliman's approval)
NSTP AFAs	Any on or off-campus field activity performed as part of a student's NSTP curriculum	<ul style="list-style-type: none"> • Summary List of NSTP Academic Field Activities • AFA Evaluation Form • Compliance with insurance and medical clearance requirements 	At the beginning of the semester or 7 working days before the earliest date of AFA implementation	College-level Approval
Special AFAs	Time-sensitive invitations to attend or participate in culture and arts events or programs outside the University	<ul style="list-style-type: none"> • Special AFA Request Form • AFA Evaluation Form • Compliance with insurance and medical clearance requirements 	At least two (2) days before the activity date	College-level Approval
International AFAs (I-AFAs)	Authorized academic and similar experiential learning class activities undertaken outside of the Philippines compliant with the	<ul style="list-style-type: none"> • I-AFA Request Form • Student Participation Agreement Form 	At least two (2) months before the activity date	University-level Approval (Chancellor's Approval)

	<p>approved competencies and learning outcomes of the course/subject</p>	<ul style="list-style-type: none"> ● Approved documents from the country of destination or host of the activity/event (e.g., letter of invitation, letter of acceptance, approved itinerary, etc.) <p>Copy of the students':</p> <ul style="list-style-type: none"> ● roundtrip ticket with flight details; ● medical clearance; ● certification of good academic standing; ● appropriate insurance;⁵ ● appropriate visa (if applicable). 		
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⁵ The insurance should cover medical expenses, hospitalization, accidents, and other emergency situations in their country of destination. Liability insurance and repatriation insurance are strongly recommended.