



Office of the Vice-Chancellor for Academic Affairs

## Office of Field Activities Diliman



MEMORANDUM NO.OVCAA-MVLO-OFA 25-002

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 : Amendment on Parental Consent Requirement under the Local AFA Guidelines

DATE : 22 May 2025

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As part of the Office of Field Activities (OFA) Diliman's ongoing efforts to streamline processes and ensure the effective implementation of updated academic field activity (AFA) policies, this memorandum serves to inform academic units of an amendment to the requirement for parental or legal guardian consent. This development is based on consultations with the Commission on Higher Education – Office of Student Development and Services (CHED-OSDS)<sup>1</sup> regarding [CMO No. 104, s. 2017](#), and the Diliman Legal Office.

With the approval of the Chancellor<sup>2</sup>, the requirement for parental or guardian consent is hereby amended. Specifically, for AFAs covered under the revised guidelines<sup>3</sup> ([Memo No. OVCAA-MVLO-OFA 24-005](#)), **students who are 18 years old and above are no longer required to submit parental or legal guardian consent.** However, academic units may still require parental sign-off at their discretion, as deemed appropriate.

For any questions or clarifications, please contact OFA Diliman at [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph). You may also visit our website at [ofa.upd.edu.ph](http://ofa.upd.edu.ph) for more information on policies on academic field activities.

Thank you for your continued support and cooperation.

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<sup>1</sup> CHED OSDS-2025-01076

<sup>2</sup> Approved request Ref No. OFA-CRO 25-069 "Request for Approval to Amend AFA Guidelines"

<sup>3</sup> This latest iteration of the AFA Guidelines succeeds the dated [Memo No. MLT 19-083](#).



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



Ref. No. OFA-CRO 25-069

07 March 2025

**EDGARDO CARLO L. VISTAN II**  
Chancellor  
University of the Philippines Diliman

**ACTION OF THE CHANCELLOR:**

☒ Approved ☐ Disapproved  
☐ Favorably endorsed ☐ Noted

*but do not word it as "consent,"  
use another term. If same  
form of parental sign-off will be  
required by the unit.*  
*26 May 2025* **EDGARDO CARLO L. VISTAN II**  
Date Chancellor

**SUBJECT:** Request for Approval to Amend AFA Guidelines – Optional parental/legal guardian consent for students 18 years and above

Dear CHANCELLOR VISTAN:

We respectfully request your approval to update the relevant University guidelines<sup>1</sup> on academic field activities (AFAs), including internship contracts, to make **parental or legal guardian consent optional for students 18 years and above**.

Given that this has been a recurring concern among several academic units, we sought clarification<sup>2</sup> from the Commission on Higher Education – Office of Student Development and Services (CHED-OSDS). As stated in their response (attached memorandum dated February 25, 2025), "parental consent is required for students under 18, while students 18 years old and above are expected to provide their own consent."

The proposed revision aligns our University policies with existing legal provisions<sup>3</sup> and CHED-OSDS guidance.

We appreciate your time and consideration and look forward to your approval.

Very truly yours,

**CHRISTIAN R. OROZCO, Ph.D.**  
Director, OFA Diliman

Endorsed:

**MARIA VANESSA P. LUSUNG-OYZON, Ph.D.**  
Vice-Chancellor for Academic Affairs

<sup>1</sup> Memo No. MLT 19-083, Memo No. OVCAA-MVLO-OFA 24-005

<sup>2</sup> OFA letter dated 10 Feb 2025 (Ref No. OFA-CRO 25-011)

<sup>3</sup> Article 228 of the Family Code as mentioned in the 08 April 2024 CHED Legal and Legislative Service memo



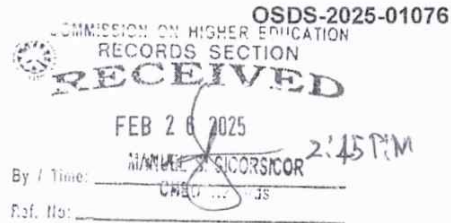
Republic of the Philippines  
OFFICE OF THE PRESIDENT

COMMISSION ON HIGHER EDUCATION



February 25, 2025

**DR. CHRISTIAN R. OROZCO**  
Director, Office of Field Activities Diliman  
University of the Philippines – Diliman  
Quezon City



Dear Dr. Orozco:

In response to your letter dated February 10, 2025 as regards the clarifications on requirement for a parent/legal guardian/spouse to sign the internship contract and local off-campus activities, as follows:

OFA Diliman query	OSDS comments/inputs
1. For students 18 years old and above, can the requirement for a parent/legal guardian spouse to sign the internship contract be made optional? <i>The issue has been a persistent point of contention among academic units, particularly in light of the provisions outlined in the Family Code.</i> For your reference, we have also attached a sample internship contract.	<ul style="list-style-type: none"><li>Based on CHED Memorandum Order (CMO) No. 104, s. 2017, particularly Sections 14.2.1.e, 16.2.1, and 17.2.5, as well as Annex E, the required signatories for an internship contract are the student, the host training establishment (HTE), and the higher education institution (HEI). There is no explicit requirement for a parent, legal guardian, or spouse to sign the contract for students who are 18 years old and above.</li><li>Furthermore, HEIs have the discretion to enhance their internship policies, including selection, placement, monitoring, and assessment, per Section 14.2.1.a.</li><li>Given this, requiring a parent/legal guardian/spouse's signature for students 18 and above may be considered optional, subject to the HEI's internal policies.</li></ul>
2. Is it correct to interpret the CHED Legal and Legislative Service memorandum as applicable to all aspects of academic field activities that previously required parental consent?	<ul style="list-style-type: none"><li>CHED is currently reviewing CMO No. 63, s. 2017, to clarify the requirements and procedures regarding local off-campus activities, including parental consent.</li><li>As a general rule, parental consent is required for students under 18, while students 18 years old and above are expected to provide their own consent.</li><li>Until CHED provides further clarification through its review, this interpretation applies to academic field activities where parental consent was previously required.</li></ul>

OFA Diliman query	OSDS comments/inputs
3. If the answer to question (1) is affirmative, would it be sufficient for parents/legal guardian/spouse to acknowledge being informed about the internship of students through a separate document, rather than being signatories to the internship contract itself? This acknowledgment document could be implemented as an optional requirement, with enforcement left to the discretion of the concerned academic units.	<ul style="list-style-type: none"> <li>Given that the internship contract signatories, as per CMO No. 104, s. 2017, are limited to the student, HTE, and HEI, a separate acknowledgment document for parents/legal guardians/spouses may be considered an alternative.</li> <li>Since HEIs have the flexibility to enhance their internship program implementation, they may introduce such an acknowledgment document at their discretion. However, this should remain an internal policy decision rather than a CHED-mandated requirement.</li> </ul>

We hope this clarifies your concerns.

Thank you.

Very truly yours,

  
**CORINNA FRANCES O. CABANILLA, CESO, III**  
 Director IV  
 Office of Student Development and Services