



Office of the Vice-Chancellor for Academic Affairs

Office of Field Activities Diliman

MEMORANDUM NO.OVCAA-MVLO-OFA 26-005



TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

THROUGH : 
MIGUEL FRANCISCO M. REMOLONA, Ph.D.
Officer-in-Charge, Office of the Vice-Chancellor for Academic Affairs

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

SUBJECT : Call for Participants for ***Alam MOA Ba? A Guide on Contracts and MOAs for Internships***

DATE : 27 February 2026

The Office of Field Activities (OFA) Diliman, under the Office of the Vice Chancellor for Academic Affairs (OVCAA), recognises the essential role of academic field activities (AFAs) in fostering holistic and experiential student learning. In line with this, OFA Diliman invites all full-time or part-time faculty members, lecturers, teaching associates/fellows, and students to a Zoom webinar entitled, “***Alam MOA Ba? A Guide on Contracts and MOAs for Internships.***”

The webinar will be held on **March 23, 2026 (Monday)**, from **8:00 AM to 12:00 NN**, through **Zoom**.

This event is designed to equip Internship Coordinators (ICs), staff, and students with basic knowledge of the Memorandum of Agreement (MOA), internship contracts, and intellectual property for internships. Faculty members and staff assigned to internship-related matters and MOA processing are highly encouraged to attend to get to know more about contracts and MOAs. Interested faculty members and students may register through this [link](#). Kindly utilize your **UP mail** when registering for the webinar, and entering the meeting room.

For questions and clarifications, please contact the OFA Diliman at ofadiliman@up.edu.ph. Our Office will be most glad to assist and serve you.

Thank you for your continued support and cooperation.



Alam **MOA** Ba?

A GUIDE ON CONTRACTS & MOAS FOR INTERNSHIPS

MARCH 23, 2026

8:00 AM - 12:00 NN

VIA ZOOM

