


OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-ECA 17-073

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

FROM :  EVANGELINE C. AMOR, Ph.D. ^{ec}
Vice-Chancellor for Academic Affairs

SUBJECT : Submission of List of Academic Field Activities (AFAs) for Second Semester AY 2017-18 and tagging of AFA in CRS

DATE : 29 November 2017

Pursuant to Memorandum No. MLT-17-204 "Guidelines on Short-Term Academic Field Activities" dated 08 November 2017, this is to request all academic units to submit a consolidated list of planned academic field activities for the Second Semester of AY 2017-18 using the prescribed template (OVCAA OFA Form 03).

Kindly make your submission on or before **December 18, 2017** by email to ofadiliman@up.edu.ph or hard copy to the Office of Field Activities Diliman located at 4F of DILC Building, Magsaysay Street.

Further, per the same guidelines, all academic units shall properly inform the students during pre-enlistment period if a course will involve academic field activity. The department shall indicate the phrase "WITH OPTIONAL ACADEMIC FIELD ACTIVITY" or "WITH REQUIRED ACADEMIC FIELD ACTIVITY" under the CRS remarks page of the subject with academic field activity. (No. 3a of the Guidelines)

Note that the faculty-in-charge shall inform the Dean or the Head of Unit of the specific details of every academic field activity in writing at least one month before its conduct. Such activity must be included in the summary list submitted to OFA Diliman. The conduct of academic field activity shall be approved on the Dean (or equivalent head) level using prescribed OFA Forms. However, all fees collected from the students shall be subject to the evaluation and recommendation of OFA Diliman and approval of the Vice-Chancellor for Academic Affairs. (No. 5 & 7 of the Guidelines)

For questions and clarifications on University policies related to field activities, please contact the Office of Field Activities Diliman at local 2059 or email ofadiliman@up.edu.ph.

Please be guided accordingly. Thank you very much.

cc. Director Christian R. Orozco
OFA Diliman

Attachments: OC Memorandum No. MLT-17-204
OVCAA Memorandum No. BMP-17-094-C
OVCAA Memorandum No. BMP-15-095
OVCAA OFA Forms No. 1-3