



**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

**UNIVERSITY OF THE PHILIPPINES
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MEMORANDUM NO. OVCAA-ECA 18 - 259

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

FROM :  EVANGELINE C. AMOR, Ph.D.
Vice-Chancellor for Academic Affairs

SUBJECT : Submission of Billing Statement for Off-Campus Academic Field Activities
for First Semester AY 2018-2019

DATE : 23 November 2018

This is to request all academic units to submit a summary list of costs in relation to the conduct of off-campus academic field activities for the First Semester of AY 2018-2019, using the attached table. This is in connection with the billing of fees for the AFAs that needs to be consolidated by the Office of the University Registrar for submission to CHED/UNIFAST.

Kindly make your submission together with the required attachments on or before **03 December 2018 (Monday)** to the Office of Field Activities Diliman located at 4th floor of DILC Building, Magsaysay Avenue corner Apacible Street. In addition to the signed hard copy, please submit a soft copy (Word File) of the billing statement table by email to ofadiliman@up.edu.ph.

For questions and clarifications, 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.

COURSES WITH ACADEMIC FIELD ACTIVITY AND THEIR CORRESPONDING COST

College of _____				
Courses with Academic Field Activity	Course Description	Number of Eligible Students Enrolled in the Course	Cost per Student	Cost of Academic Field Activity per Course
Total Cost of Academic Field Activity per Course				

Certified:

Dean/Head of Academic Unit

Attachment:

- Class list of Courses with academic field activities. Class list must indicate Eligible Students Enrolled in the Course and must be certified by the Dean of the College