

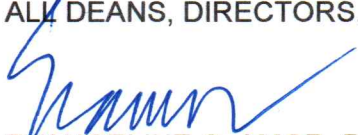



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**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

MEMORANDUM NO. OVCAA-ECA 19-348

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

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

SUBJECT : Submission of Summary List of Academic Field Activities (AFAs) for Midyear AY 2018-19 and tagging of AFA in CRS

DATE : 02 May 2019

This is to request all academic units to submit a consolidated list of planned academic field activities for Midyear of AY 2018-19 using the prescribed template (**OVCAA OFA Form 03 – Summary List of Academic Field Activities**). Academic field activities include the following types:

AFA Type	Example/Description	Duration	Location	Supervision
Type 1A	Internship/Practicum	Long-term		Training Establishment
Type 1B	Field school	>5 days	Off-campus	Immediate, faculty
Type 1C	Field survey, Class observation, fieldwork	<5 days	On/off-campus	Immediate, faculty
Type 2A	Field tour	1-5 days	Off-campus	Immediate, faculty
Type 2B	Field trip	<1 day	Off-campus	Immediate, faculty
Type 3A	Class activity in non-academic building		On-campus	Immediate, faculty
Type 3B	Class activity within academic building		On-campus	Immediate, faculty
Type 4A	Independent academic field activity		Off-campus	Instruction of, but not immediate supervision, of faculty
Type 4B	Independent academic field activity		On-campus	Instruction of, but not immediate supervision, of faculty

All forms and guidelines are accessible and downloadable thru the OFA Diliman Website: <http://ofa.upd.edu.ph/forms-and-guidelines>

Kindly make your submission on or before **23 May 2019** (Thursday) by email to ofadiliman@up.edu.ph or hard copy to the Office of Field Activities Diliman located at 4F DILC Building, R. Magsaysay Avenue corner G. Apacible Street.

Further, all academic units shall properly inform the students during pre-enlistment period if a course will involve academic field activity. Departments/institutes shall indicate the following under the CRS remarks page of the subject with academic field activity:

AFA Type	
Type 1A	"WITH INTERNSHIP"
Type 1B and 1C	"WITH REQUIRED ACADEMIC FIELD ACTIVITY"
Type 2A and 2B	"WITH ACADEMIC FIELD ACTIVITY"
Type 4A	"WITH OFF-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY"
Type 4B	"WITH ON-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY"

Note that the faculty-in-charge shall inform the Dean or Head of Unit of the specific details of every academic field activity in writing 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.

For questions and clarifications on the 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.

University of the Philippines Diliman
Office of the Vice Chancellor for Academic
OFFICE OF FIELD ACTIVITIES DILIMAN

OVCAA OFA Form No. 3

Summary List of Academic Field Activities

Term: First Semester Second Semester AY _____ Midyear _____

Academic Unit: _____

	Department/Institute	Course	Academic Field Activity Description	AFA type	Location	Expected Date	Remarks
	<i>Institute of Civil Engineering</i>	<i>CE 132</i>	<i>Fieldtrip to East La Mesa Water Treatment Plant</i>	<i>2B</i>	<i>Quezon City</i>	<i>October 2014</i>	<i>Example only</i>
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2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

(use additional sheet as necessary)

Endorsed:

Signature Over Printed Name of Dean or Head of Unit