




OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS

DIRECT LINE: (632) 928-5107  
VoIP TRUNKLINE 981-8500 LOCAL: 2583  
FAX: (632) 928-5107  
E-MAIL: ovcaa.upd@up.edu.ph

MEMORANDUM NO. OVCAA-ECA 18- 250

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  
Second Semester AY 2018-19 and tagging of AFA in CRS

DATE : 12 November 2018

---

Pursuant to Memorandum No. MLT-17-204 "Guideline 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 2018-19 using the prescribed template (**OVCAA OFA Form 03**).

**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 **07 December 2018** (Friday) by email to [ofadiliman@up.edu.ph](mailto: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. Departments/institutes 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 of the Head of Units 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.

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](mailto: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>
1.							
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

Instruction: Kindly submit this form to OVCAA Office of Field Activities Diliman two weeks before the official start of classes or via email to ofadiliman@up.edu.ph