




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

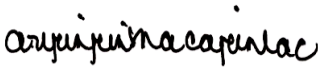
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MEMORANDUM NO. OVCAA-MTTP-OFA 20-002

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

THROUGH : 
MA. THERESA T. PAYONGAYONG, PhD
Vice-Chancellor for Academic Affairs

FROM : 
ASST. PROF. ARLYN P. MACAPINLAC
Officer-in-Charge, Office of Field Activities Diliman

SUBJECT : Processing of Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), and Request Forms for Academic Field Activities (AFA) During the Period of Community Quarantine

DATE : 2 June 2020

The Office of Field Activities Diliman (OFA), under the Office of the Vice-Chancellor for Academic Affairs (OVCAA) is responsible for the monitoring of Academic Field Activities (AFA) within the University. Such activities include internships, practicum, on-the-job training, field trips, field school, field work, and other out-of-classroom activities required in the syllabus.

As stated in the *UP System Policy on the Second Semester AY 2019-2020 in the Time of COVID-19 Implementing Guidelines* and other related documents, academic units [requiring academic field activities] “are free to redesign the course and explore alternative ways and options to facilitate the completion of these courses remotely.” On a similar note, they may explore the option of lessening the number of hours required for students to complete their internship, practicum, on-the-job training (OJT), and field work, without sacrificing the minimum competencies that students need to attain in these

courses. Units may also contact their partner institutions to explore the possibility of a *work from home arrangement* for the students (*UP System Policy on the Second Semester AY 2019-2020 In The Time Of COVID-19: FAQs for UP Diliman, items 12-13*).

Aside from redesigning the course, it is also highly encouraged that units explore the completion of AFAs asynchronously, wherein teachers provide offline content resources and use other modes of communication to monitor students and provide feedback.

As the university embraces remote teaching and learning, OFA will still ensure that the redesigned field activities (e.g. redesigned internship/practicum: work-from-home set-up) will be properly monitored and documented through the utilization of revised forms, guidelines, and processes. It is necessary to integrate such processes in paperless transactions in order to move forward in the processing of MOA/MOU for student internships, as well as in the processing of AFA request forms for redesigned out-of-classroom activities. The specific AFA guidelines (revised due to COVID-19) may be accessed and downloaded using the link:

<https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Please note that the link is only accessible using the UP email. This is to ensure the security and data protection of such documents.

In order to facilitate the smooth processing and submission of documents related to AFA during the community quarantine, the following guidelines and processes shall be followed:

A. Processing of the Summary List of AFAs (OVCAA Form No. 03)

All academic units are reminded to submit via email to ofadiliman@up.edu.ph the accomplished revised version of the OVCAA Form No. 03 – Summary List of AFAs **two weeks** prior to the conduct of the redesigned AFA. This may be accessed by downloading the file attached to this link:

<https://tinyurl.com/OFAForm03Revised>. Please note that the link is only accessible using the UP email. This is also to ensure the security and data protection of such documents. In order to further assist units in accomplishing the form, below is the guide for the typologies of academic field activities:

AFA Type	Example/ Description	Duration	Location	Students are Supervised By:	Applicability in the time of COVID-19 pandemic
Type 1A	Internship/ Practicum	Long-term		The facilitator from the training establishment	Redesigned course requirements, adjusted hours, facilitation of the

					course through remote teaching and learning
Type 1B	Field school	>5 days	Off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 1C	Field survey, Class observation, fieldwork	<5 days	On/off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 2A	Field tour	1-5 days	Off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 2B	Field trip	<1 day	Off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 3A	Class activity in non-academic building		On-campus	The faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 3B	Class activity within academic building		On-campus	The faculty-in-charge	Redesigned course requirements, facilitation of the

					course through remote teaching and learning
Type 4A	Independent academic field activity		Off-campus	The instruction of the faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 4B	Independent academic field activity		On-campus	The instruction of the faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning

Furthermore, academic units shall also properly inform the students during pre-enlistment period that the course involves academic field activity. Departments or institutes shall indicate the following under the CRS remarks page of the subject with academic field activity.

AFA Type	CRS REMARKS	SUGGESTED REMARKS DUE TO COVID-19 PANDEMIC
Type 1A	"WITH INTERNSHIP"	"WITH REDESIGNED INTERNSHIP DUE TO COVID-19 PANDEMIC"
Type 1B and 1C	"WITH REQUIRED ACADEMIC FIELD ACTIVITY"	"WITH REDESIGNED REQUIRED ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC"
Type 2A and 2B	"WITH ACADEMIC FIELD ACTIVITY"	"WITH REDESIGNED ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC"
Type 4A	"WITH OFF-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY"	"WITH REDESIGNED OFF-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC"
Type 4B	"WITH ON-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY"	"WITH REDESIGNED ON-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC"

Please take note that the faculty-in-charge shall inform the Dean or Head of Unit of the specific details of every redesigned academic field activity in writing prior to

conducting it. Such redesigned academic field activities must be included in the summary list submitted by the Unit to OFA Diliman. The conduct of the redesigned academic field activity shall be approved on the Dean's (or equivalent head) level using the prescribed OFA Forms.

B. Processing of Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) for Student Internship

The revised OFA forms and guidelines required for submission during the community quarantine are available and downloadable at <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Please note that the link is only accessible using the UP email. This is also to ensure the security and data protection of such documents. Upon accomplishing such forms, the concerned offices must submit the accomplished documents via email to ofadiliman@up.edu.ph with an email subject as follows:

Unit/College Name – MOA/MOU – HTE Name (Example: Cesar E. Virata School of Business – MOA – Nestle Philippines, Inc.)

In order to have smooth transactions and endorsements from the college units, OFA shall temporarily accept endorsements via **email thread** for the processing of MOA and MOU for student internships. The offices involved must ensure that the endorsements in the email thread have been reviewed and are sent in chronological order, following the procedure below:

1. **From the Requesting Unit** – The faculty or staff in-charge shall prepare the following documents and email the accomplished softcopies in PDF version:
 - a. OVCAA OFA Form No. 04 – Internship Request Form;
 - b. Endorsement letter (from the Dean or equivalent head) of the proposed or new partnership addressed to the UP Diliman Chancellor;
 - c. Proposed draft agreement;
 - d. Softcopy of the government-issued ID of a representative from the HTE; and
 - e. Certification from the College stating that the agreement will not require additional budget

Suggested text in the email:

“The [Department Name, College Name] endorses the following documents for the approval of the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment].”

Other necessary information may also be included in the email, following the suggested text.

Once OFA is done reviewing the documents submitted by the requesting unit, OFA shall endorse the documents to DBO *using the same email thread*. The endorsement of OFA shall attach the reference slip signed by the OFA Director, and shall be forwarded to DBO thereafter for budget certification, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

Attached herewith are the documents for endorsement to the Diliman Budget Office (DBO) for budget certification, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac.

Kindly acknowledge the receipt of this email and forward upcoming documents relevant to the processing of the MOA/MOU using this email thread.”

2. **From the Diliman Budget Office (DBO)** – Upon receiving and reviewing the forwarded documents from OFA, DBO shall prepare a budget certification for the MOA/MOU. The documents shall then be endorsed to OFA *using the same email thread*, with the suggested text in the email:

“The Diliman Budget Office endorses the following documents for legal review of the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment].”

Other necessary information may also be included in the email, following the suggested text.

Once OFA is done reviewing the documents forwarded by DBO, OFA shall endorse the documents to DLO *using the same email thread*. The endorsement of OFA shall attach the reference slip signed by the OFA Director, and shall be forwarded to DLO thereafter for legal review, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

Attached herewith are the documents for endorsement to the Diliman Legal Office (DLO) for legal review, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac.

Kindly acknowledge the receipt of this email and forward upcoming documents relevant to the processing of the MOA/MOU using this email thread.”

3. **From the Diliman Legal Office (DLO)** – Upon receiving the forwarded documents from OFA, DLO shall prepare the documents for the legal review of the MOA/MOU. After DLO has reviewed the submitted documents, it shall endorse the MOA/MOU to OFA *using the same email thread*, with the suggested text in the email:

With revisions:

“The Diliman Legal Office endorses the following documents for revisions of the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment].”

With no revisions:

“The Diliman Legal Office endorses the following documents with no revisions regarding the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment].”

Other necessary information may also be included in the email, following the suggested text.

- 3A. With revisions** - Should the documents have revisions, OFA shall review and endorse the comments to the requesting unit *using the same email thread*, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has received and reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

The Diliman Legal Office (DLO) has requested to make the necessary revisions (see attached file/s), which [Department Name, College Name] has to comply with in order to further process the MOA/MOU.

Kindly acknowledge the receipt of this email and forward the revised documents of the MOA/MOU to OFA using this email thread.”

The requesting unit shall then integrate the revisions recommended by DLO and forward the revised MOA/MOU to OFA using the *same email thread*.

Suggested text in the email:

“The [Department Name, College Name] has made the necessary revisions recommended by the Diliman Legal Office for the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment].”

Other necessary information may also be included in the email, following the suggested text.

OFA will once again review the revised MOA/MOU from the requesting unit to ensure that all comments from DLO have been integrated; if there are no more additional revisions to be made, OFA will endorse the MOA/MOU back to DLO for final legal review, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has received and reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

The [Department Name, College Name] has already integrated the necessary revisions on the documents. The documents necessary for the processing of the MOA/MOU on Internship between UP Diliman and [Name of Host Training Establishment] are now ready for DLO’s final legal review. Attached herewith are the documents for endorsement, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac.

Kindly acknowledge the receipt of this email and forward the revised documents of the MOA/MOU using this email thread.”

After the final legal review of DLO, it shall forward the documents to OFA *using the same email thread*, with the following text in the email:

“After the final legal review, the Diliman Legal Office endorses the following documents with no revisions regarding the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment].”

Other necessary information may also be included in the email, following the suggested text.

After receiving and reviewing the documents from DLO, OFA shall endorse the documents to the OVCAA Central Office for recommending approval of the Vice Chancellor for Academic Affairs, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has received and reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

Attached herewith are the documents for endorsement to the OVCAA Central Office, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac, for recommending approval of the Vice Chancellor for Academic Affairs.

Kindly acknowledge the receipt of this email and forward the documents of the MOA/MOU using this email thread.”

3B. With no revisions - Should the documents have no revisions, OFA shall review and endorse the documents to the OVCAA Central Office for recommending approval of the Vice Chancellor for Academic Affairs, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has received and reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

Attached herewith are the documents for endorsement to the OVCAA Central Office, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac, for recommending approval of the Vice Chancellor for Academic Affairs.

Kindly acknowledge the receipt of this email and forward the documents of the MOA/MOU using this email thread.”

4. **From the OVCAA Central Office** – Upon receiving and reviewing the documents forwarded by OFA, the Vice Chancellor for Academic Affairs shall recommend the approval of the MOA/MOU to the Office of the Chancellor (OC) *using the same email thread*, with the suggested text in the email:

“The Office of the Vice Chancellor for Academic Affairs (OVCAA) is acknowledging the receipt of the documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

The Vice Chancellor for Academic Affairs, Dr. Ma. Theresa T. Payongayong, is recommending the approval of the aforementioned and attached documents to UP Diliman Chancellor, Dr. Fidel R. Nemenzo.”

Other necessary information may also be included in the email, following the suggested text.

5. **From the Office of the Chancellor (OC)** – The Office of the Chancellor shall review the MOA/MOU sent by the OVCAA Central Office. Once the Chancellor approves the MOA/MOU, OC shall endorse the MOA/MOU back to OFA, stating that the UP Diliman Chancellor’s signature is ready to be affixed after the community quarantine.

Suggested text in the email:

“The UP Diliman Chancellor, Dr. Fidel R. Nemenzo, has approved the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment]. It is ready for signature of the UP Diliman Chancellor after the community quarantine, once the signatures from [College Name] and [Name of Host Training Establishment] have been secured.”

Other necessary information may also be included in the email, following the suggested text.

Upon receiving the approval and endorsement of the UP Diliman Chancellor, OFA shall inform the requesting unit regarding the next steps to be taken.

The temporary set-up of endorsing the documents through the email thread shall stop at the level of the Office of the Chancellor, since affixing signatures and having the documents notarized are already the final steps needed before OFA forwards the MOA/MOU for BOR confirmation.

It is assured that **once the community quarantine is lifted**, OFA shall take the necessary actions to safeguard the approval of the MOA/MOU for student internships:

- Print the MOA/MOU and attach the endorsement email from OC stating that it is approved and ready for signature;

- Return the MOA/MOU to the requesting unit for securing the signatures required from the unit and the host training establishment;
- Receive the signed MOA/MOU from the requesting unit;
- Endorse the MOA/MOU to OC for UPD Chancellor's signature;
- Receive the signed MOA/MOU from OC;
- Endorse the MOA/MOU to the requesting unit for notarization;
- Receive the notarized MOA/MOU from the requesting unit; and
- Endorse the MOA/MOU to OC for BOR confirmation.

Please note that the process may take longer than usual due to the shift to online transactions and work arrangements of the various offices involved. Please also be reminded that the submission of the five (5) documents by the requesting unit is necessary in order to move forward with processing the MOA/MOU.

C. Processing of Internship Request Forms for the Semester (AFA Type 1A)

The following steps and requirements shall be completed by the faculty or staff in-charge in processing the forms required to conduct student internships/practicum:

- Accomplished OVCAA OFA Form No. 04 – Internship/Practicum Request Form
- Accomplished Internship Contract/Agreement (with Internship Plan)
- Approved Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the HTE
- Accomplished Parental/Legal Guardian Written Consent
- Submit the accomplished OVCAA OFA Form No. 04, Internship Contract/Agreement, MOA/MOU, and Parental/Legal Guardian Written Consent to OFA via ofadiliman@up.edu.ph
- The faculty-in-charge shall keep the students' copies of OVCAA OFA Form No. 02 for safekeeping and record.

The revised OFA forms and guidelines required for submission during the community quarantine are available and downloadable at <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Please note that the link is only accessible using the UP email. This is also to ensure the security and data protection of such documents. Upon accomplishing such forms, the concerned offices must submit the accomplished documents via email to ofadiliman@up.edu.ph with an email subject as follows:

AFA Internship/Practicum – Semester and Academic Year – Unit/College Name – Course Subject & Number (Example: AFA Internship/Practicum – Midyear 2020 – College of Engineering – CE 132)

Suggested text in the email:

“The [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] submits the following accomplished OVCAA OFA forms for the request of internship/practicum for [Semester, A.Y.]:

1. Accomplished OVCAA OFA Form No. 04 – AFA Request Form;
2. Accomplished Internship Contract/Agreement (with Internship Plan)
3. Approved Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the HTE; and
4. Accomplished Parental/Legal Guardian Written Consent”

Other necessary information may also be included in the email, following the suggested text.

D. Processing of Request Forms for Short-Term Academic Field Activities (AFA Types 1C, 2A, and 2B) and Long-Term Academic Field Activities (AFA Type 1B)

The following steps and requirements shall be completed by the faculty or staff in-charge in processing the forms required to conduct these types of AFA:

- Accomplished OVCAA OFA Form No. 01 – AFA Request Form
- Accomplished OVCAA OFA Form No. 02 – Student Participation Agreement
- Submit the accomplished OVCAA OFA Form No. 01 to OFA via ofadiliman@up.edu.ph
- The faculty-in-charge shall keep the students’ copies of OVCAA OFA Form No. 02 for safekeeping and record.

The revised OFA forms and guidelines required for submission during the community quarantine are available and downloadable at <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Please note that the link is only accessible using the UP email. This is also to ensure the security and data protection of such documents. Upon accomplishing such forms, the concerned offices must submit the accomplished documents via email to ofadiliman@up.edu.ph with an email subject as follows:

AFA Request Form – Semester and Academic Year – Unit/College Name – Class and Course Number (Example: AFA Request Form – Midyear 2020 – College of Engineering – CE192)

Suggested text in the email:

If the request is for one class:

“Attached is the accomplished OVCAA OFA Form No. 01 – AFA Request Form from [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]”

If the request is for two or more classes:

“Attached are the accomplished OVCAA OFA Forms No. 01 – AFA Request Form from

1. [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]
2. [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]
3. ...and so on.”

Other necessary information may also be included in the email, following the suggested text.

E. Processing of Request Forms for On- and Off-Campus Independent Academic Field Activities (AFA Type 4)

The following steps and requirements shall be completed by the faculty or staff in-charge in processing the forms required to conduct AFA Type 4:

- Accomplished OVCAA OFA Form No. 07 – Independent Academic Field Activity Request Form
- Accomplished OVCAA OFA Form No. 08 – Summary List of Students Participating in Independent Academic Field Activity
- Accomplished OVCAA OFA Form No. 02 – Student Participation Agreement

- Submit the accomplished OVCAA OFA Forms No. 07 and 08 to OFA via ofadiliman@up.edu.ph
- The faculty-in-charge shall keep the students’ copies of OVCAA OFA Form No. 02 for safekeeping and record.

The revised OFA forms and guidelines required for submission during the community quarantine are available and downloadable at <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Please note that the link is only accessible using the UP email. This is also to ensure the security and data protection of such documents. Upon accomplishing such forms, the concerned offices must submit the accomplished documents via email to ofadiliman@up.edu.ph with an email subject as follows:

AFA Request (Independent) – Semester and Academic Year – Unit/College Name - Class and Course Number (Example: AFA Request (Independent) – Midyear 2020 – College of Engineering – CE192)

Suggested text in the email:

If the request is for one class:

“Attached are the accomplished OVCAA OFA Forms No. 07 and 08 from [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]”

If the request is for two or more classes:

“Attached are the accomplished OVCAA OFA Forms No. 07 and 08 from

1. [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]
2. [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]
3. ...and so on.”

Other necessary information may also be included in the email, following the suggested text.

It is recommended for all offices to use their @up.edu.ph email accounts when sending email endorsements to OFA, in compliance with the use of UP email for official transactions.

Please be reminded that the accomplished OFA Forms must be submitted to OFA prior to conducting the AFA.

Kindly forward this advisory to faculty members and administrative staff in charge of processing documents concerning AFAs.

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

Please be guided accordingly. Stay safe and healthy.

Thank you very much.