




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA-MTTP-OFA 21-002

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

THROUGH :  **MA. THERESA T. PAYONGAYONG, Ph.D.**
Vice Chancellor for Academic Affairs, Office of the Vice-Chancellor for Academic Affairs

FROM :  **ASST. PROF. ARLYN P. MACAPINLAC**
Director, Office of Field Activities Diliman

SUBJECT : Submission of Summary List of Academic Field Activities (AFA) for 2nd Semester A.Y. 2020-2021 and Tagging of AFA on CRS

DATE : 9 February 2021

The Office of Field Activities (OFA) Diliman is requesting academic units that are offering courses with field activities for the upcoming 2nd Semester A.Y. 2020-2021 to submit a consolidated list of redesigned academic field activities (AFA) using the prescribed template, **OVCAA OFA Form 03 – Summary List of Academic Field Activities (COVID-19)**, which may be accessed by downloading the attached file in the email, or by visiting <https://tinyurl.com/OFAForm03Revised>. Please note that the link is only accessible using the UP email to ensure the security and data protection of the document. Furthermore, the submission of the form shall be done per academic unit.

Considering that classes in UP Diliman will be remotely done, OFA Diliman will still be requiring academic units to submit OVCAA OFA Form No. 03. If the previous course syllabus (pre-pandemic) required the students to engage in an academic field activity, the unit is still advised to submit the necessary revised forms in order for our office to keep track of the adjustments made by the unit to redesign AFA.

To ensure the submission of a consolidated list of all the AFA of each academic unit, please be guided by the following typologies:

AFA Type	Example/Description	Duration	Location	Students are Supervised By:	Applicability in the time of COVID-19 pandemic
Type 1A	Internship/Practicum	Long-term	On/off-campus	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

Kindly email your submission of the OVCAA OFA Form No. 03 – Summary List of AFAs on or before **16 February 2021 (Tuesday)** to ofadiliman@up.edu.ph with the subject heading format as follows: **AFA Form 3 – [College/Unit Name] – 2nd Semester 20-21**

Furthermore, please be reminded that all academic units shall properly inform the students during pre-enlistment period that the course involves academic field activity. Departments/institutes shall indicate the following under the CRS remarks page of the subject with redesigned 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”

For more information, you may read through the AFA guidelines (revised due to COVID-19) and may also gain access to the revised and downloadable AFA forms using the link: <https://tinyurl.com/OFAFormsAndGuidelinesRevised>

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.