



COE Procedure for Approval of Off-Campus Academic Field Activities (AFA)

Pursuant to Memo No. FRN 23-002, particularly Annex 2, the following procedure is issued to assist and support the faculty members, students, and staff in conducting off-campus academic field activities that are required for a course offered by the College through its constituent degree-granting units (DGU). This procedure was presented and approved in the 392nd General Faculty Assembly of the College held on September 26, 2023. **This shall supersede previous issuance made through Memorandum No. MANTanchuling 2023-002 and shall be effective starting the 1st semester of A.Y. 2023-2024 until revised.**

Objectives	To recommend to the UPD Office of Field Activities (OFA) the off-campus AFAs endorsed by the Dean of the College of courses currently offered in the UP College of Engineering, through its constituent departments and institutes, for approval and ensure that AFAs have been officially sanctioned by the University.
Scope	This procedure includes steps needed to be undertaken by the instructor or faculty-in-charge (FIC) to obtain the endorsement of the Dean for the AFAs they intend to undertake in the current semester. Further, this procedure also describes how the endorsed AFAs will be submitted to the UPD OFA to obtain approval prior to the implementation of the AFA. The COE AFA Technical Committee, hereon referred to as the Committee, is mandated to initially review and ensure compliance of the AFAs to the guidelines of the University for them to merit the endorsement of the Dean.

Responsible Persons	Activity	Interfaces
Faculty-in-Charge	Obtain agreement from AFA partners	Note 1 <ul style="list-style-type: none"> o AFA plans or project proposal o UPD Memo No. OVCAA-MTTP-OFA 23-02 o Agreement with the AFA Partner
	Obtain agreement from students enrolled in the course	Note 2 <ul style="list-style-type: none"> o Approved AFA plans or projects o UPD OFA Form for Student Participation Agreement (SPA) for Off-Campus Academic Field Activities (https://bit.ly/updofa-spa) o Eligibility to RA 10931 o Medical Clearance o Medical Insurance Policy o Google Form for Students' Submissions o Summary Worksheet of Students' Submissions for the AFA
	Submit the AFA Request to the head of the academic unit with the supporting documents	Note 3 <ul style="list-style-type: none"> o Letter to the Department Chairman or Institute Director from the FIC



		<ul style="list-style-type: none"> o UPD OFA Form for AFA Request (bit.ly/UPD-AFARequest) o Course Syllabus o Approved AFA Plan or Project o Agreement with the AFA partner o Signed COE General Guidelines for AFAs (https://bit.ly/COE-AFASafetyGuidelines) o Link to the Google Drive of the FIC containing SPAs
Department Chairman / Institute Director / Program Coordinator	Endorse AFA requests to the Dean through the COE AFA Technical Committee	<p>Note 4</p> <ul style="list-style-type: none"> o Accomplished UPD OFA Form for AFA Request o Letter to the Department Chairman or Institute Director from the FIC o Course Syllabus o Approved AFA Plan or Project o Agreement with AFA Partner o Signed COE General Guidelines for AFAs o Link to the Google Drive of the FIC containing SPAs
COE AFA Technical Committee	Endorse request to the Dean	<p>Note 5</p> <ul style="list-style-type: none"> o Accomplished UPD OFA Form for AFA Request o Google Drive Repository of Required Documents from the student participants o Summary Table of Information from Google Drive o Minutes of the Meeting of the COE AFA Technical Committee
Dean of the College	Endorse the AFA Request for approval by the UPD OFA	<p>Note 6</p> <ul style="list-style-type: none"> o Accomplished UPD OFA Form for AFA Request o Minutes of the Meeting of the COE AFA Technical Committee o Summary Table of Information from Google Drive
Coordinating Committee Member	Submits the Endorsed AFA Request to UPD OFA	<p>Note 7</p> <ul style="list-style-type: none"> o Endorsed AFA Request Form o Approved AFA plan or project o Agreement with AFA partner o Accomplished SPA Forms o Eligibility to RA 10931 o Medical Clearance o Medical Insurance Policy



UPD OFA	Approves the request	o Approved AFA Request Form
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Note 1

1. The faculty-in-charge (FIC) could be the course handler, or the course coordinator designated by the department / institute / program.
2. If the faculty member is handling several courses requiring off-campus AFAs, request for approval of these AFAs can be done simultaneously by indicating them all in a one AFA Request Form.
3. The FIC obtains agreement from the AFA partners by presenting to them the AFA plan or project which may contain details such as description of the AFA, purpose, venues, hosts or collaborating organizations, timeline, and cost requirements;
4. This agreement can be in the following forms:
 - a. Standard university Memorandum of Agreement signed by the Chancellor for long-term partnerships;
 - b. Terms of Reference (TOR) with conform from the authorized representatives of the AFA partner, for short-term partnerships,
 - c. Proof of Coordination signed by the authorized representative of the AFA partner with the attached approved proposal of the project, when AFA is on-campus. This document should follow the format prescribed by the University through Memo No. OVCAA-MTTP-OFA 23-02.

Note 2

1. The FIC obtains agreement of the students enrolled in the concerned course/s by presenting to them the AFA plan or project approved by the AFA partner/s.
2. The students can express consent by accomplishing the OFA Form for [Student Participation Agreement \(https://bit.ly/updofa-spa\)](https://bit.ly/updofa-spa). This should be submitted to the FIC not later than ten working days before the schedule of implementation of the AFA.
3. The instructor should also advise the students to provide the following information or documents, as needed:
 - a. Medical condition, including comorbidities
 - b. Maintenance medication, if any
 - c. Medical clearance, if applicable
 - d. Eligibility of RA 10931, or medical insurance policy
4. For ease in collecting information and supporting documents described in no. 1, the instructor is encouraged to employ this Google Form (<https://bit.ly/3GEpCOs>) by duplicating in your own Google Drive.
5. The instructor submits a summary of information from the Google Form in a worksheet format together with the other documents submitted by the students.

Note 3

1. When all participating students have accomplished the Google Form, the FIC prepares a letter addressed to the Department Chairman describing the following assessments made for each course requiring the AFA:



- a. how the AFA meets the learning objectives of the course listed in the approved course syllabus; and,
 - b. Sufficiency and accessibility of the needed resources for the AFA.
2. The FIC accomplishes the UPD OFA Form for [UPD OFA form for AFA Requests](https://bit.ly/UPD-AFARequest) (bit.ly/UPD-AFARequest).
 3. The following should be attached as supporting documents to the letter:
 - a. Course syllabus,
 - b. Approved AFA plan or project;
 - c. Agreement with AFA partner;
 - d. Signed COE General Guidelines for AFAs; and,
 - e. Official CRS Class List.

Note 4

1. The head of the academic unit endorses the accomplished AFA request form after careful evaluation of the request and its supporting documents.
2. Endorsement of the head of the academic unit signifies that the AFA meets the following criteria:
 - a. The AFAs meet the learning objectives of the course listed in the approved course syllabus for all concerned courses; and,
 - b. There are sufficient resources provided by the academic unit and AFA partners for the implementation of the AFAs.
3. The head of the academic unit may designate this task to a department-level or institute-level AFA technical committee who shall be reviewing the request prior to his/her endorsement.
4. The head of the academic unit then submits to the Committee all requests for off-campus AFAs that need endorsement from the Dean. Supporting documents should be attached or shared by providing access to a Google Drive repository prepared by the FIC or the head of the head of the academic unit. These should be sent via email with the following specifications:

TO:	mntanchuling@up.edu.ph
CC:	msberana@up.edu.ph eating@up.edu.ph louisdanao@up.edu.ph lldiaz@up.edu.ph dttungpalan@up.edu.ph lfpernia@up.edu.ph
RE:	Request for Endorsement of Off-Campus Academic Field Activities of (insert here NAME OF ACADEMIC UNIT) Courses

Note 5

1. The Committee Secretariat shall review the completeness of the submitted documents and coordinate with the FIC for missing requirements.
2. When all submissions are in order and cleared by the Committee Secretariat a day before the regular meeting, which happens once a week as determined by the Committee, such shall be tabled as part of its agenda. For the 1st semester of A.Y. 23-24, this is scheduled every Tuesday morning of the week.
3. The following agenda may be adopted by the Committee for this meeting:
 - a. Call to Order
 - b. Matters for Discussion



- i. Select Coordinating Committee Member (CCM) per Off-Campus AFA Request
 - ii. Review of Off-Campus AFA Requests for Approval
 - c. Other Matters
 - d. Next Meeting
 - e. Adjournment of the Meeting
- 4. The CCM shall ensure that the AFA request is processed in a timely manner and shall be responsible in coordinating with everyone involved for the approval of a specific AFA request.
- 5. Further, the Committee Secretariat obtains from the UP Diliman Office of Scholarships and Grants (OSG) the list of students enrolled in the concerned courses who are eligible of RA 10931 to be able to confirm eligibility of the students to the GSIS insurance that is part of RA 10931.
- 6. The department chairman / institute director / course FIC may be invited by the COE AFA Technical Committee to the meeting as a resource person.
- 7. The Committee should also be guided by its Resolution No. 2023-001 that differentiates processing of on-campus AFAs in academic areas and in non-academic areas.
- 8. The minutes of the meeting (MOM) shall be prepared by the Committee Secretariat and approved by the Committee.
- 9. The following shall be submitted via an email to the Dean by a selected member of the COE AFA Technical Committee as a way of endorsing the on-campus AFA for approval:
 - a. AFA Request Form
 - b. MOM of the Committee where the specific AFA was part of the agenda
- 10. In the event when the Committee cannot favorably endorse the AFA request, the AFA Request Form, along with the MOM indicating the needed course of action shall be sent by the CCM to the department / institute / program head and the concerned instructor for appropriate action/s.
- 11. The department / institute / program can then resubmit to the Committee following the specifications indicated in Note 4 but indicating in the email subject that this is pertaining to an amended request as shown below:

RE:	AMENDED Request for Approval of NSTP Academic Field Activities
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Note 6


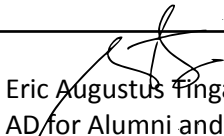
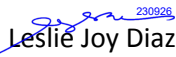

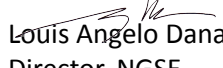
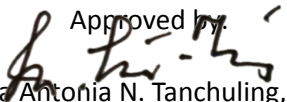
- 1. The Dean reviews and endorses the AFA Request by affixing her signature on the AFA request with reference to the MOM of the Committee.
- 2. The same CCM shall be responsible in obtaining from the Dean the signed AFA request.

Note 7

- 1. The CCM then submits to the UPD OFA via email to ofadiliman@up.edu.ph with the Committee members, secretariat, and the FIC cc'd in such email and the following supporting documents attached:
 - a. Approved AFA plan or project
 - b. Agreement with AFA partner
 - c. Accomplished SPA Forms
 - d. Eligibility to RA 10931 (list from OSG)
 - e. Medical Clearance, as needed,



- f. Medical Insurance Policy, as needed.
- 2. The CCM obtains the approved AFA request from the UPD OFA and updates the concerned FICs.
- 3. Only AFAs approved by the OFA should be implemented by the FICs.

Prepared by: COE AFA Technical Committee	
 Menandro Berana AD for Administration and Facilities	 Eric Augustus Tingatinga AD for Alumni and Institutional Linkages
 Leslie Joy Diaz AD for Academic Affairs	 Djoan Kate Tungpalan AD for Student Affairs
 Louis Angelo Danao Director, NGSE	
Approved by:  Maria Antonia N. Tanchuling, Ph.D. Dean, College of Engineering	
Date: 29 Sep 2023	