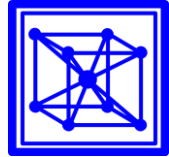




OPISINA NG DEKANO  
KOLEHIYO NG INHENYERIYA

OPISINA NG TAGAPAGPAGANAP NA DIREKTOR  
PAMBANSANG SENTRO NG INHENYERIYA



**UNIBERSIDAD NG PILIPINAS**  
Diliman, Lungsod ng Quezon 1101

MEMORANDUM NO. MANT 2024 - 039

DATE: 10 October 2024

TO: **Directors, Department Chairs, Program Coordinators, All Regular and Non-Regular Faculty Members**  
College of Engineering, UP Diliman

FROM: **Maria Antonia N. Tanchuling, Ph.D.** *M.A.N. Tanchuling*  
Dean, College of Engineering

RE: REVISED COE ACADEMIC FIELD ACTIVITY (AFA) GUIDELINES

As discussed in the 396<sup>th</sup> General Faculty Assembly held on 09 September 2024, the COE AFA Technical Committee will implement the following guidelines and procedures to secure endorsement or approval of academic field activity requests:

<b>On-campus AFA</b>	<b>Category A</b> – On-campus AFAs in academic areas	<ul style="list-style-type: none"> <li>To be applied by the FICs and endorsed by the head of the department/institute or program coordinator</li> <li>Automatically approved by the Dean subject to the submission of complete supporting documents</li> </ul>
	<b>Category B</b> – On-campus AFAs in non-academic areas or residential areas (e.g., Pook Palaris/ Dagohoy / Ricarte / Amorsolo / Manansala, Areas 1 to 3, Hardin ng Rosas / Bougainvillea / Dona Aurora, Village A and B)	<ul style="list-style-type: none"> <li>To be applied by the FICs and endorsed by the head of the department/institute or program coordinator</li> <li>Recommended for approval by the Dean after evaluation of the supporting documents</li> </ul>
	<b>Category C</b> – On-campus AFAs within the premises of any of the buildings, parking lots, walkways, gardens, and similar areas under the supervision of the College of Engineering and its constituent units, excluding roads, sidewalks, and public areas outside the purview of the designated building administrators of the College.	<ul style="list-style-type: none"> <li>To be applied by the FICs</li> <li>Requires only the approval of the head of the department/institute or program coordinator provided that the required conditions are satisfied</li> <li>All documents must still be submitted to the Committee.</li> </ul>
<b>Off-campus AFA</b>	Undertaken outside the premises of UP Diliman or outside the premises of its constituent units	<ul style="list-style-type: none"> <li>To be applied by the FICs and endorsed by the head of the department/institute or program coordinator</li> </ul>
<b>Internship</b>	Long-term deployment of student intern/s to a host training establishment (HTE) as coordinated by the student’s respective academic unit	<ul style="list-style-type: none"> <li>Recommended for approval by the Dean</li> <li>To be approved by the Office of Field Activities Diliman</li> </ul>

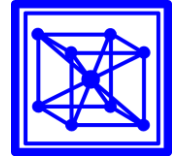
DIRECTLINE : (COE) 8928-3144; (NEC) 8926-1516  
U.P. TRUNKLINE : 8981-8500 local (COE) 3101, 3103; local (NEC) 3001, 3003  
TeleFAX : (COE) 8920-8860; (NEC) 8922-4714, 8929-1710





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## UNIBERSIDAD NG PILIPINAS Diliman, Lungsod ng Quezon 1101

<b>NSTP AFA</b>	On or off-campus field activity performed as part of a student's NSTP curriculum	<ul style="list-style-type: none"><li>• To be applied by the NSTP coordinator</li><li>• To be approved by the Dean</li></ul>
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For details and more specific instructions, kindly refer to the following COE procedures for on-campus, off-campus, and NSTP AFAs:

- 1) COE Procedure for On-Campus AFAs v2 (<https://bit.ly/COEOnCampusAFAProcedure>)
- 2) COE Procedure for Off-Campus AFAs v3 (<https://bit.ly/COEOffCampusAFAProcedure>)
- 3) COE Procedure for NSTP AFAs v3 (<https://bit.ly/COENSTPAFAProcedure>)

The College will also utilize the following revised forms, which are modified from the forms of OFA Diliman:

- COE SUMMARY REPORT OF ON-CAMPUS ACADEMIC FIELD ACTIVITIES (AFAs) (<https://bit.ly/COEOnCampusAFA>)
- COE ACADEMIC FIELD ACTIVITY (AFA) REQUEST FORM (<https://bit.ly/COEOffCampusAFA>)
- COE SUMMARY LIST OF NSTP ACADEMIC FIELD ACTIVITIES (<https://bit.ly/COENSTPAFA>)

These procedures have been revised and updated from those issued through Memorandum MANT 2023-002, MANT 2023-005 and MANT 2024-004. The revised guidelines reflect the COE AFA Technical Committee's continuing efforts to improve the endorsement and approval process of AFA requests. This version of the guidelines shall govern all AFA applications starting the 1st semester of the Academic Year 2024-2025 and shall remain in effect until revised.

The faculty-in-charge or the head of the academic unit/program coordinator should submit all AFA requests to the COE AFA Technical Committee at least ten (10) days before the date of implementation of the AFA. The committee will evaluate all requests with complete documents during their regular meeting schedule – every Tuesday 9AM-11AM for 1<sup>st</sup> sem AY2024-2025.

Academic unit heads (directors and department chairs) and program coordinators are enjoined to provide an orientation to your regular and non-regular faculty members about the various procedures in place for local internships, on-campus, off-campus, and NSTP AFAs. Per [Memo No. MANT 2024-001](#), we would like to suggest that a special assistance be provided to our non-regular faculty members as they prepare the various documentations needed for their AFA requests. Assigning an administrative staff or a buddy from one of your regular faculty members to assist them throughout the process will be greatly appreciated.

If you wish to obtain assistance from the Committee, kindly get in touch with the Committee's secretariat, Ms. Lani Pernia ([lfpernia@up.edu.ph](mailto:lfpernia@up.edu.ph)).

Please be guided accordingly. Thank you for your usual cooperation and support!

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