



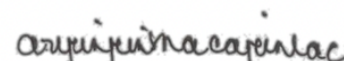
Office of the Vice-Chancellor for Academic Affairs
Office of Field Activities Diliman



MEMORANDUM NO. OVCAA-MTTP-OFA 22-009

TO : ALL DEANS, HEADS OF UNITS, AND FACULTY MEMBERS

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

SUBJECT : Guidelines for the Conduct of Face-to-Face (F2F) AFAs

DATE : 1 September 2022

The Office of Field Activities (OFA) Diliman, together with UP Diliman Crisis Management Committee (CMC), crafted the **UP Diliman Guidelines for Face-to-Face (F2F) Academic Field Activities (AFAs)**, which identifies the specific documentary requirements and processes for the conduct of F2F AFAs. This is in line with the *UPD Guidelines for Limited Face-to-Face (F2F) Class Activities* released on 19 August 2022, and in response to the resumption of more F2F AFAs.

All F2F AFA requests of the units must go through the approval processes indicated in the aforementioned guidelines. To ensure the safe implementation of F2F AFAs, academic units are expected to accomplish all the documentary requirements **before** conducting the above-mentioned learning activities.

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

Please be guided accordingly. Stay safe and healthy.

Thank you very much for your usual support and cooperation.

Enc: GUIDELINES FOR FACE-TO-FACE ACADEMIC FIELD ACTIVITIES (F2F AFA Guidelines)



GUIDELINES FOR FACE-TO-FACE ACADEMIC FIELD ACTIVITIES
(F2F AFA Guidelines)

1 September 2022

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

The UP Diliman (UPD) campus has resumed limited operations since the Enhanced Community Quarantine (ECQ) was lifted in May 2020. We modified work schedules and retrofitted offices to comply with Inter-Agency Task Force (IATF) and local government unit (LGU) health and safety protocols to keep transmission within the workplace at a minimum. The UPD Guidelines for Limited Face-to-Face (F2F) Class Activities, which include F2F academic field activities (AFAs),¹ have therefore been expanded to comply with the CHED-DOH Joint Memorandum Circular No. 2021-001 and 2021-004, DOH DM 2022-0013, [CHED Memorandum Order 2022-04](#), [JMC 2022-02](#), [Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response \(as of June 4, 2022\)](#) for the eventual resumption of F2F class activities in UPD.

Guided by a shared responsibility to ourselves, our families, and our communities, those who physically report to UPD offices comply with protocols and adopt practices such as getting vaccinated and limiting social interactions. In the same token, all F2F AFA participants are expected to strictly observe the safety protocols at all times. Our compliance with these minimum public health standards will certainly help us protect ourselves, our friends, and our families from COVID-19. UPD faculty, students, and staff are enjoined to observe these guiding principles and take part in our collective effort to prevent the spread of COVID-19 in our implementation of F2F class activities inside and outside the campus.

The following set of guidelines applies to F2F internships/practicum/OJT, and other F2F on-campus and off-campus AFAs. Requests for the conduct of these F2F AFAs are **to be processed at the university level**.

1. The venue for the requested F2F AFA must be in areas under Alert Levels 1 to 3.
2. Any F2F AFA of the unit must go through the request and approval processes. The completeness of the submitted documents for the F2F AFA request will be evaluated by OFA Diliman. On the other hand, the UPD Crisis Management Committee (CMC) will determine the readiness of the identified F2F AFA facilities and the thoroughness of the unit's comprehensive health and safety protocols for the F2F AFAs that will be conducted outside the university premises and in residential areas within Bgy. UP Campus.
3. Units requesting permission to conduct F2F AFAs must send their letter of request via email: ofadiliman@up.edu.ph (cc: f2f.upd@up.edu.ph; ovcaa.upd@up.edu.ph) with the subject line: "F2F AFA Request_Course Number_Name of Unit and College" and have

¹ **Academic Field Activities** (AFAs) are university-recognized curricular learning activities involving mobility of the students outside the building of the regularly assigned classroom. These activities fully or partly fulfill an academic requirement as defined or described in the official course syllabus or program catalogue.



Office of the Vice-Chancellor for Academic Affairs
Office of Field Activities Diliman

the request approved before the intended period of AFA implementation. The letter should be:

- requested by the Department Chair/Director;
- endorsed by the Dean; and
- addressed to the UPD Chancellor through OFA Diliman and UPD CMC

Once the request has been sent, the requesting unit will accomplish the [Google Form](#), where the following requirements shall be asked:

- a. [Face-to Face Academic Field Activity Request Form](#) (see Appendix AFA-A)
- b. **Self-assessment Checklist** on Readiness of the Academic Unit to Offer Limited Face-to-Face Activities (to be answered in one section of the Google Form)
- c. [Certification of Consultation with Stakeholders](#) (see Appendix AFA-B). Consultation may be done at the level of the college, department, or class, as deemed fit by the requesting unit.

Requesting units are expected to consult with students, parents or guardians, faculty, staff, and concerned LGUs as part of their request for F2F classes with AFA component. Consultation may be done at the level of the college, department, or class, as deemed fit by the requesting unit. The certification of consultation with stakeholders (Appendix AFA-B) and proof of LGU approval (Appendix AFA-H) must be accomplished and submitted.

- d. [OFA-UPHS-evaluated AFA Assessment Request Form](#) (see Appendix AFA-C). This form contains the unit's requested course, AFA details, UPHS appraisal (whether a medical clearance is a requirement for the particular AFA or not), remarks, and signatures.
- e. [Certificate of Undertaking on Insurance \(CUI\)](#) (see Appendix AFA-D1) or [Certificate of Undertaking on Insurance and Medical Clearance \(CUIM\)](#) (see Appendix AFA-D2);

ON CUIM/CUI SUBMISSION. The submission of CUI or CUIM is determined by the result of the UPHS evaluation of F2F AFAs that is indicated in item 3-d.

ON INSURANCE. Students who will participate in **F2F AFAs must have appropriate insurance coverage** that includes health, accident, and medical and surgical emergencies related to their involvement in academic and similar experiential learning activities outside the regularly assigned UPD or UPD constituent unit's classrooms. This is in compliance with [CHED Memo 63](#)



[s.2017](#),² [CHED Memo 104 s. 2017](#),³ and Section 8 of RA 9163.⁴

ON MEDICAL CLEARANCE. The offering unit must ensure that only students with UPHS-issued medical clearance (if applicable)⁵ will be allowed to join the F2F AFAs. This is in compliance with [CHED Memo 63 s.2017](#) and [CHED Memo 104 s. 2017](#).

Requesting units must be guided by [OFA-UPHS Guidelines in Securing Medical Clearance for F2F AFAs](#) (see *Appendix AFA-E*).

ON CUI/CUIM SUPPORTING DOCUMENTS. Before the semester ends, offering units must submit the corresponding copies of students' medical clearance (if applicable), and the list of insurance policy numbers to OFA Diliman via email at ofadiliman@up.edu.ph with the subject line: "CUI/CUIM Supporting Documents_Course Number_ Name of Department/College."⁶

In addition, OFA Diliman will conduct random inspections of the actual existence of the supporting documents for insurance and medical clearance of the students involved in the F2F AFAs, anytime during the semester.

- f. [Comprehensive health and safety protocols of the Academic Unit for F2F AFAs conducted outside the University and in residential areas within Bgy. UP Campus](#). (see *Appendix AFA-F*).

Requesting units must ensure that all F2F participants are well-informed regarding relevant COVID-19 protocols and guidelines before the implementation of F2F AFAs.

Note: F2F AFAs that are undertaken inside the university premises, except for those that are conducted in residential areas within Brgy. UP Campus, must be covered by the College-approved comprehensive health and safety protocols for F2F classes, and thus, submission of this document to OFA Diliman will not be required for these AFAs.

² Policies and Guidelines in Local Off-Campus Activities

³ Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs in the Philippines

⁴ Those who are enrolled in any of the NSTP components are required to have health and accident insurance under Section 8 of RA 9163 (NSTP Law).

⁵ Applicability of medical clearance to the requested AFA is determined by UPHS

⁶ In accordance to R.A. 10173 (Data Privacy Act of 2012), the data acquired through this submission are only collected, processed, stored, and disposed by duly authorized staff, exclusively for lawful purposes related to the mandate of the Office of Field Activities (OFA) Diliman. OFA Diliman assures, with utmost diligence, that it will protect the privacy and confidentiality of the information provided.



- g. [Description of retrofitted facilities](#) (see *Appendix AFA-G*);

Note: Units that are conducting F2F AFAs outdoors are not required to submit this document. They are instead advised to follow the minimum public health standards (MPHS) in the conduct of their outdoor AFAs.

- h. Proof/photo of government-issued **safety seal** of the building for off-campus indoor AFAs and on-campus indoor AFAs in business establishments

Note: In case the facility does not have a safety seal, the UPD CMC will review the accomplished description of retrofitted facilities (i.e., photos of facilities to be accessed with description and accomplished ventilation checklist).

- i. [Proof of LGU Approval⁷](#) for off-campus and on-campus AFAs in residential areas within Brgy. UP Campus and non-UP-owned establishments. Units are advised to coordinate the specific requirements of the concerned LGUs in securing the latter's approval of the AFA/s that will be conducted within their jurisdiction. (see *Appendix AFA-H*)

- j. Other required OFA Diliman documents

Required OFA documents depend on the type of the requested AFA. Please be guided by the applicable OFA guidelines in the links below:

- [F2F Local Internship, Practicum or On-the-Job Training for the University of the Philippines Diliman](#)
- [On-Campus F2F AFAs](#)
- [Off-Campus F2F AFAs](#)

OFA Diliman advises the requesting academic units to process some required OFA documents (e.g. MOA/MOU, LGU approval) months prior to the filing of AFA request. This is to avoid possible delays in the unit's intended timetable for the AFA implementation. For instance, it is best to process MOAs/MOUs with host training establishments (HTEs) at least a semester earlier since it usually takes 3 months to complete MOA/MOU processing.

4. Only units with complete submission of F2F and OFA Diliman documentary requirements that had been evaluated and found in order by OFA Diliman and CMC will be endorsed for the UPD Chancellor's issuance of the *Certificate of Authority (CoA) to Conduct F2F Academic Field Activities* in the requested course/s.

Units may only implement their F2F AFAs after securing a CoA, duly signed by the UPD Chancellor. The CoA identifies the academic unit to which the authority is granted, the course with approved F2F AFA component, the facilities/venues where the F2F AFA

⁷ Units applying for **F2F AFAs WITHIN QUEZON CITY** that require LGU approval must first submit all the other required documents before securing LGU approval. Only after OFA Diliman and CMC find the former in order that the requirements to secure QC LGU approval will be released by CMC to the requesting unit. OFA Diliman and CMC's endorsement for the issuance of CoA follows after QC LGU approval is received by OFA Diliman from the academic unit.



may be conducted, and the CoA's validity period. The issued COA will be valid for one academic year.

5. ON VACCINATION STATUS. Faculty, students, and staff may participate in F2F AFAs **regardless of vaccination status**.⁸
6. ACCOMMODATION. Depending on the nature of the AFA, the length of engagement/field activity, and the FIC/student's proximity to the third-party facility or field, F2F AFA participants may opt for different accommodation arrangements.

Students who would stay in non-UPD dormitory/lodging areas for their F2F AFAs are encouraged to make a self-assessment of compliance with the minimum health and safety protocols of the place they are considering staying. The Ventilation Checklist of Appendix AFA-F can provide guidance on what to inspect and check when doing the self-assessment.

7. TRAVEL. Depending on the nature of the field activity, the length of engagement/field activity, and the FIC/student's proximity to the third-party facility or field, F2F class participants may opt for different travel arrangements. They must adhere to the safety protocols and restrictions imposed by the DOTr and the LGU of destination.

In case of air travel, since the risk of transmission of SARS-CoV-2 increases with prolonged exposure especially when traveling in enclosed spaces with inadequate ventilation, it is recommended that prior to participating in F2F AFA, **a 5-day quarantine** with strict self-monitoring for 14 days from the date of arrival and observance of minimum public health standard are practiced. In this case, Rapid Antigen prior to participating in F2F AFA is an option but not required.

8. EVALUATION AND INSPECTION OF F2F AFA FACILITIES.
 - a. Evaluation and inspection of the establishments, facilities, or areas for the F2F AFAs will no longer be necessary if a copy of a government-issued **safety seal** is made available to the UPD CMC Team. This must be submitted together with other F2F documentary requirements. In the absence of such certification, the UPD CMC Team will have to review and approve the location.
 - b. Compliance with minimum health and safety standards and protocols of the establishments, lodging facilities, structures, or areas that will be used and frequented by the FIC and students during the AFAs will be evaluated by the UPD CMC Technical Team through the submitted photos and videos or site visit as deemed necessary.
 - c. *Use of additional AFA Venues/Facilities.* If the approved courses with AFA component will be utilizing additional AFA venues/facilities that are not yet inspected, these will have to go through the same process of evaluation by the

⁸ As per CHED announcement in the "Press Conference on the Updates on the Implementation of Face to Face Classes in Higher Education during the COVID-19 Pandemic" held on August 29, 2022.



CMC Technical Team. Once the process is completed, a certificate of venue approval (CVA) will be issued by CMC to the requesting unit.

- d. *Necessary Adjustments in Approved F2F AFA Venues/Facilities.* If it is deemed necessary to make adjustments in the use of an AFA venue (e.g. increase in the number of F2F AFA participants, increase in the venue's maximum capacity) that has already been issued a COA, the requesting unit must communicate the proposed adjustments by sending an email to ofadiliman@up.edu.ph with the subject line: "Adjustment/s in Approved AFA Venue_Course Number" for further guidance and instruction.
- e. *Use of venues with valid COA.* Units requesting permission to conduct F2F AFAs may use an approved F2F facility/venue with a valid CoA. This may be a facility of the same unit or of another unit. It must, however, be ensured that the previously approved set-up and the identified maximum capacity of the facility are maintained and that necessary arrangements for the conduct of F2F AFAs (e.g., provision of supplies, support staff, observance of health and safety protocols, and other logistical requirements) have been made in case of inter-unit arrangements. The intention of the requesting unit to use a facility with a valid CoA must be indicated in the F2F AFA Request Form, with the conforme between the units involved attached to the request, in case of inter-unit arrangements.

Units with previously approved facilities using the 1.5m-2m minimum physical distancing will be issued a CMC approval with adjusted maximum capacity.⁹

9. **F2F AFA REAPPLICATION.** Units that have a valid CoA for their F2F AFA and will be offering the same course again with exactly the same AFA/s, venue, facility set-up, and comprehensive health and safety protocols do not need to apply for a new CoA. They only need to accomplish and submit the [F2F AFA Reapplication Form](#) to update the data on AFA participants and other pertinent information. However, a newly accomplished CUI/CUIM will have to be submitted in case there is a change in any of the signatories in the previously submitted CUI/CUIM. These and other applicable OFA documents must be submitted to OFA Diliman via email at ofadiliman@up.edu.ph with the subject line: "*Updating of OFA Request Form_Course Number*" before the conduct of the F2F AFA/s. Once the submitted documents are found in order and complete, the unit will be receiving OFA Diliman's confirmation to conduct the F2F AFA.
10. Should there be a need for the class to use UPD facilities after the conduct of F2F AFA outside the university premises, the guidelines set for F2F on-campus class activities must be followed.

⁹ Minimum physical distancing of 1m for adequately ventilated spaces; 1.5m for closed spaces that cannot be ventilated



LIST OF APPENDICES

Appendix AFA-A.	<u>Face-to Face Academic Field Activity Request Form</u>
Appendix AFA-B.	<u>Certification of Consultation with Stakeholders</u>
Appendix AFA-C.	<u>UPHS-evaluated AFA Assessment Request Form</u>
Appendix AFA-D1.	<u>Certificate of Undertaking on Insurance (CUI)</u>
Appendix AFA-D2.	<u>Certificate of Undertaking on Insurance and Medical Clearance (CUIM)</u>
Appendix AFA-E.	<u>OFA-UPHS Guidelines in Securing Medical Clearance for F2F AFAs</u>
Appendix AFA-F.	<u>Comprehensive health and safety protocols of the Academic Unit</u>
Appendix AFA-G.	<u>Description of retrofitted facilities</u>
Appendix AFA-H.	<u>Proof of LGU Approval</u>
Appendix AFA-I.	<u>Mental Health Screening Tool</u>
Appendix AFA-J.	<u>Health Declaration Form (HDF) for F2F AFA Students</u>