


Memorandum No. LRS-2022-019

TO : DEANS, COLLEGE SECRETARIES, AND HEADS OF UNITS
FACULTY ADVISERS FOR STUDENT ORGANIZATIONS
STUDENTS and STUDENT ORGANIZATIONS
UP Diliman

FROM : 
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Vice Chancellor For Student Affairs

SUBJECT : Guidelines for Face-to-Face Extracurricular Student Activities

DATE : 8 September 2022

The Office of the Vice Chancellor for Student Affairs, through the Office of Student Projects and Activities (OSPA), hereby issues the Guidelines for Face-to-Face Extracurricular Student Activities for Academic Year 2022 – 2023.

These guidelines align with the COVID-19 Inter-Agency Task Force (IATF) Resolutions, the Commission on Higher Education (CHED) and the Department of Health (DOH) Joint Memorandum Circular No. 2021-004 (Guidelines on the Implementation of Limited Face-to-Face Classes for All Programs of Higher Education Institutions (HEIs) in Areas Under Alert Level System for COVID-19 Response), and OVPAA Memorandum No. 2022-123 (Guidelines for Campus-Based Activities Under Different Alert Levels and the PGH-HICU Guidance for Face-to-Face Classes in the UP System).

For widest dissemination and compliance.

Thank you.

Guidelines for Face-to-Face Extracurricular Student Activities A.Y. 2022-2023

Office of the Vice Chancellor for Student Affairs
Office of Student Projects and Activities
University of the Philippines Diliman

The following guidelines shall apply to all extracurricular student activities led by registered student organizations, student councils, and student publications at the University of the Philippines Diliman for the Academic Year 2022-2023.

These guidelines align with the COVID-19 Inter-Agency Task Force (IATF) Resolutions, the Commission on Higher Education (CHED) and the Department of Health (DOH) Joint Memorandum Circular No. 2021-004 (Guidelines on the Implementation of Limited Face-to-Face Classes for All Programs of Higher Education Institutions (HEIs) in Areas Under Alert Level System for COVID-19 Response), and OVPAA Memorandum No. 2022-123 (Guidelines for Campus-Based Activities Under Different Alert Levels and the PGH-HICU Guidance for Face-to-Face Classes in the UP System).

1. *Assumption of risk.* All students voluntarily participating in organizational activities must understand the continued risk of exposure during the pandemic, assume this risk voluntarily, and waive/release the organization and the university from any and all liability arising from negligence and non-compliance to health protocols as prescribed.
2. *Masking.* Masks must be worn at all times in all approved activities.
3. *Disinfection.* Alcohol, sanitizers, and other disinfection products must be required of participants or made available during organizational events for easy implementation of disinfection protocols.
4. *Vaccination.* All students participating in face-to-face organizational activities must be fully vaccinated. All activity approval requests must indicate compliance with this policy.
5. *Contact Tracing.* All students must comply with contact tracing protocols implemented in University spaces, venues, and programs. Additional contact tracing measures may be implemented in organizational activities.
6. *Health Liaison.* Student organizations must have an assigned Health Liaison Officer (HeLO) to coordinate and consult with the Office of Student Projects and Activities (OSPA) for university-registered organizations and the appropriate college unit or official for college-registered organizations on health protocols and procedures. Before and during student activities, assigned HeLO should coordinate and facilitate submission of the Preparedness of Student Organization to Conduct Face-to-Face Activity Form (PAF)¹ to OSPA and monitor the organization's compliance with the health protocols.
7. *Faculty Advisers.* Faculty advisers must also verify health protocols in endorsing student organization activities for approval.

¹ This form has been integrated in the electronic Activity Approval Form. Kindly refer to #8 for required details to fill out the PAF.

8. *Risk Assessment and Reduction.* Depending on the risk assessment of student activity areas, additional health protocols may include limiting the number of people in the area, identifying specific hours of use, and restrictions on food consumption.

The following matrix provides a simple guide for risk assessment:

	Higher Risk	Lower Risk
Venue and Ventilation	The activity venue is indoors and closed, without proper ventilation or air exchange.	The activity venue is outdoors or in the open air.
Transportation	Participants use high-density public transportation without proper ventilation (closed windows, air conditioning).	Participants can walk to the venue and use private transportation or public-utility vehicles with low passenger count and proper ventilation.
Food Consumption	Participants consume shared food at the venue near each other.	Participants are provided packed food to be consumed away or at a proper distance (1m or more) from each other.
Crowd Control	Mass gatherings or high-traffic public activities without proper physical distancing are more prone to viral transmissions.	There are only enough participants to ensure physical distancing protocols.
Nature of Activity	Activities involving much physical contact, physical exertion to cause heavy breathing, heavy vocalization (i.e. singing, shouting), and the like must more greatly consider physical distancing and ventilation.	Activities that reduce required physical contact, vocalization, and other actions requiring removal of masks will reduce vulnerabilities to viral transmission.

9. *Tambayans.* Officially registered student organizations with assigned offices/tambayans may conduct face-to-face activities in these areas subject to the protocols imposed by [OVCAA Memorandum No. 2022-123](#) and/or further protocols implemented by the host unit of the tambayan.

Organizations with indoor tambayans (i.e. in enclosed spaces), must maintain only the maximum capacity with 1 meter's physical distance among participants at Alert Level 1, and full capacity only for vaccinated students at No Alert Level. Organizations are encouraged to ensure sufficient ventilation by opening windows and doors during these activities in accordance with applicable building and health standards.

10. *Use of Public Venues.* For student organizations without assigned offices/tambayans, rules specified in issuances from the Office of the Chancellor shall apply. [Memorandum No. FRN](#)

[22-049](#) (Guidelines on the Use of UPD Public Facilities and Venues and Operation of Commercial Establishments Under Alert Level 1) shall be in effect until further issuances that may update or supersede it.

Classrooms, libraries, reading rooms, laboratories, dormitories and other facilities used for academic-related activities are subject to the most recent UP Diliman F2F Guidelines (Guidelines for the Gradual Reopening of Face-to-Face Class Activities). Use of venues inside colleges or the student organization's home unit is subject to the approval and rules of the host unit.

11. *Off-Campus Extracurricular Activities.* Approved off-campus extracurricular activities are subject to the protocols in the barangay and/or local government unit where they are to be conducted. Student organizations are expected to conduct due diligence in determining these requirements before the implementation of their activities. Advisers are likewise requested to verify and ensure the implementation of appropriate health protocols.
12. *Activity Approval Protocol.* All student organizations that intend to conduct face-to-face activities shall be requested to submit the PAF in addition to the usual Activity Approval Form (AAF). The AAF (<https://bit.ly/AAF-PAF22>) has been updated to reflect this additional requirement for face-to-face activities.

All participants will be required to submit a Health Declaration Form (HDF) before the conduct of the face-to-face event. This will be provided by OSPA upon approval of the proposed activity.