



## STUDENT RECORDS OFFICE

### Office of the College Secretary

College of Social Work and Community Development  
University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

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## PERMIT FOR COMPLETION/EXAMINATION/REMOVAL OF GRADES

### STEPS:

1. Student pays the permit for completion/examination/removal fee at Php20.00 per course/class
  - a. Generate and fill-out completely the payment slip ([click payment slip](#))
  - b. E-mail the proof of payment receipt/confirmation together with the payment slip to UPD Cash office at [cashoffice.upd@up.edu.ph](mailto:cashoffice.upd@up.edu.ph), copy furnished SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for validation of payment
2. Download and fill-out completely the permit for completion/examination/removal of grades form ([click form](#))
3. Submit the accomplished form to his/her respective Instructor for approval and signature
4. Submit the permit for completion/examination/removal form with Instructor's consent and signature to SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for Dean's approval and signature
5. SRO sends back the form with Dean's signature to the student
6. Student resends the duly signed form to their Instructor for submission of grades in CRS
7. Instructor submits the completion grades to the CRS (*Policy Reminder re: Grade Completion and Removal: Student must be enrolled during term of completion/removal for grade submission to be valid.*)
8. Instructor generates and submits the signed report for grades completion form to SRO

***Please keep posted for any updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:***

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD CRS official website: <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

***Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our e-mail address: [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)***

For your guidance. Thank you  
-SRO, CSWCD-