



## 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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### CSAPG CASES APPEAL as of Second Semester, 2020-2021

#### **STEPS:**

##### **STUDENTS appeal:**

1. Student writes a letter of appeal addressed to the OVCAA (through channels)
2. Student submits the letter to [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for college endorsement and other attachments
3. SRO forwards the letter of appeal with college endorsement to the student
4. Student submits the letter of appeal to the Office of the University Registrar at [admin.our@upd.edu.ph](mailto:admin.our@upd.edu.ph)

#### **STEPS:**

##### **DEPARTMENTS appeal:**

1. Department writes a letter of appeal addressed to the OVCAA (through channels)
2. To be endorsed by the College Secretary and Dean
3. Department submits the letter of appeal to the SRO for other attachments
4. Department submits the letter of appeal to the Office of the University Registrar at [admin.our@upd.edu.ph](mailto:admin.our@upd.edu.ph)

***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 Computer Registration System (CRS): <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 email address: [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)***

For your guidance.

Thank you

-SRO, CSWCD-