



## 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

## LEAVE OF ABSENCE (LOA) APPLICATION as of Second Semester, 2020-2021

### **STEPS:**

1. Student submits LOA application through CRS
2. Student indicates the semester he/she applying for
3. Student informs class Instructor; Instructor submits class standing
4. Student informs class Adviser for advising and Department for department endorsement
5. Student informs College (SRO) via email at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for College approval and endorsement
6. SRO informs Dean for approval and endorsement
7. Student checks status at his/her CRS account. If LOA application has been approved:
  - a. Generates payment slip through CRS "Settlement of Outstanding Transactions Module" and process the payment (*Please see/follow REMINDER note on the generated payment slip*)
  - b. UPD Cash Office validates payment
  - c. If validated, students may print LOA form via "Completed Transaction Tab at Settlement of Outstanding Transaction Module"

**Deadline of LOA application for the Second Semester, 2020-2021 is on May 27, 2021.**

***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-