



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

STEPS:

1. Student submits LOA application through CRS
2. Student indicates the semester he/she intends to apply
3. Student secures consent of his/her Instructor; Instructor submits consent and class standing
4. Student secures approval and endorsement of his/her Faculty Adviser and the Department
5. For College approval and endorsement, student informs SRO via email at cswcdsro.upd@up.edu.ph of his/her LOA application
6. SRO endorses student for Dean's for approval
7. Student monitors/checks the status at his/her CRS account. If LOA application has been approved:
 - a. Generate the payment slip through CRS under the "Settlement of Outstanding Transactions Module" and process the payment (*please see/follow the REMINDER note on the generated payment slip for payment validation*)
 - b. UPD Cash Office validates the payment
 - c. If validated, students may print LOA form via "Completed Transaction Tab at Settlement of Outstanding Transaction Module"

UPD OUR Memo MVPLO No. 20-13 – Online application of Leave of Absence ([MEMO](#))
Leave of Absence (LOA) Process Starting First Semester 2020-2021 ([LOA flowchart](#))

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

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

UPD 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

For your guidance.

Thank you

-SRO, CSWCD-