



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

MRR EXTENSION (within 10 years)

STEPS:

1. Student writes a letter of appeal for MRR Extension addressed to the Dean, Dr. Sylvia E. Claudio (through channels)
2. Student submits the letter of appeal to SRO via email at cswcdsro.upd@up.edu.ph for other attachments
3. To be endorsed by their Program Adviser; Department Chair and College Secretary
4. SRO recommends for approval of the Dean
5. SRO informs student of the approved appeal

MRR EXTENSION (on the 10th year for a Graduate students)

STEPS:

1. Student writes a letter of appeal for MRR Extension addressed to the Chancellor, Dr. Fidel R. Nemenzo, DSc (through channels)
2. Student submits the letter of appeal via email to SRO at cswcdsro.upd@up.edu.ph and for other attachments
3. To be endorsed by their Program Adviser; Department Chair and College Secretary
4. SRO for endorsement to the Chancellor through OUR/CSAPG
5. SRO informs the student of the approved appeal

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 email address: cswcdsro.upd@up.edu.ph

For your guidance.

Thank you

-SRO, CSWCD-