



## 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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## APPEAL FOR READMISSION FROM AWOL

### AWOL for 1 Semester

#### STEPS:

1. Write a letter of appeal for readmission from AWOL addressed to the Dean, Prof. Sylvia E. Claudio, MD, PhD (through channels) to be endorsed and signed by the Program Adviser
2. Pay the AWOL fee of Php225.00
  - a. Download and fill-out completely the payment slip/SOA/bill for payment ([click payment slip](#))  
(Bank Name: *Landbank* ; Acct. Name: *UPD Revolving Fund* ; Acct. No. *3072 1006 96*)
  - b. See UPD Cash Office link for the payment process ([click link](#))
  - c. E-mail the proof of payment/confirmation receipt together with the payment slip/SOA/bill for payment to UPD Cash Office at [cashoffice.upd@up.edu.ph](mailto:cashoffice.upd@up.edu.ph) for payment validation, copy furnish SRO
3. Furnish all the requirements and submit the following via e-mail to SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for evaluation and approval:
  - a. Letter of appeal for readmission from AWOL
  - b. Student Directory with photo and signature ([click form](#))
  - c. Plan of Study (for graduate program student only) ([click form](#))
4. SRO submits the complete requirements to the Office of the University Registrar (OUR) for their approval and issuance of University Admission Slip (UAS)
5. SRO informs and send the UAS to the student. –End process.

### AWOL for 2 or more Semesters

#### STEPS:

1. Write a letter of appeal for readmission from AWOL addressed to the Dean, Prof. Sylvia E. Claudio, MD, PhD (through channels) to be endorsed and signed by the Program Adviser
2. Student pays the AWOL fee of Php225.00
  - a. Download and fill-out completely the payment slip/SOA/bill for payment ([click payment slip](#))  
(Bank Name: *Landbank* ; Acct. Name: *UPD Revolving Fund* ; Acct. No. *3072 1006 96*)
  - b. See UPD Cash Office link for the payment process ([click link](#))
  - c. E-mail the proof of payment/confirmation receipt together with the payment slip/SOA/bill for payment to UPD Cash Office at [cashoffice.upd@up.edu.ph](mailto:cashoffice.upd@up.edu.ph) for payment validation, copy furnish SRO
3. Furnish all the requirements and submit the following via e-mail to SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for evaluation and approval:
  - a. Letter of appeal for readmission from AWOL
  - b. Proof of reason of absence (medical certificate, if medical related; certification of employment/work schedule, if work related)
  - c. Notarized Affidavit of Non-Enrollment to other UP units or other colleges/universities
  - d. Student Directory with photo and signature ([click form](#))
  - e. Plan of Study (for graduate program student only) ([click form](#))
  - f. Certificate of Compliance (PEHA) from UPHS ([Online PEHA](#))
4. Once approved, SRO submits the complete requirements to the Office of the University Registrar (OUR) for their approval and issuance of University Admission Slip (UAS)
5. SRO informs and send the UAS to the student. –End process.

***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](mailto:cswcdsro.upd@up.edu.ph)***

For your guidance.

Thank you

-SRO, CSWCD-