



**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

---

**READMISSION FROM LOA**  
**as of Second Semester, 2020-2021**

**Readmission from LOA for 1 Semester**

**STEPS:**

1. Student fill-out completely the return from LOA form ([click form](#))
2. Student writes a letter of appeal for readmission from LOA addressed to the Dean, Dr. Sylvia E. Claudio, MD, PhD (through channels) to be endorsed by the Program Adviser (e-signature)
3. Student submits the letter of appeal together with the accomplished return from LOA form to [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for approval and other attachments
4. SRO submits/forwards the requirements to OUR for the issuance of University re-Admission Slip (UAS)
5. SRO inform and send the UAS to the student

**Readmission from LOA for 2 or more Semesters**

**STEPS:**

1. Student fill-out completely the return from LOA form ([click form](#))
2. Student writes a letter of appeal for readmission from LOA addressed to the Dean, Dr. Sylvia E. Claudio, MD, PhD (through channels) to be endorsed by the Program Adviser (e-signature)
3. Student submits the following to [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for approval:
  - a. Letter of appeal for readmission from LOA
  - b. Accomplished Return from LOA form
  - c. Proof of reason of absence like, medical certificate (if the applied LOA was medical related) or certificate of employment/work schedule (if work related)
  - d. Notarized Affidavit of Non-enrollment to other UP units/other colleges or universities
4. SRO submits/forwards the requirements to OUR for the issuance of University re-Admission Slip (UAS)
5. SRO inform and send the UAS to the student

***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/srocswwcd>

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-