



## 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 LOA

### LOA for 1 Semester

#### STEPS:

1. Download and 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, Prof. Sylvia E. Claudio, MD, PhD (through channels) to be endorsed and signed by their Program Adviser
3. Student submits via e-mail to SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) the letter of appeal together with the accomplished return from LOA form
4. SRO submits the complete requirements to the Office of the University Registrar (OUR) for their approval
5. SRO informs and send the signed return from LOA form to the student

### LOA for 2 or more Semesters

#### STEPS:

1. Download and 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, Prof. Sylvia E. Claudio, MD, PhD (through channels) to be endorsed and signed by their Program Adviser
3. Student submits the following requirements via e-mail to SRO at [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 (medical certificate, if medical related; certification of employment/work schedule, if work related)
  - d. Notarized Affidavit of Non-Enrollment to other UP units or other colleges or universities
4. Once approved, SRO submits the complete requirements to the Office of the University Registrar (OUR) for their approval
5. SRO informs and send the signed return from LOA form 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 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-