



## 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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## APPLICATION FOR REQUEST OF SUBSTITUTION OF SUBJECTS

### **STEPS:**

1. Download and fill-out completely the Request for Substitution of Subjects form ([click form](#))
2. Student secures the approval and recommendation of his/her Program Adviser or Department Chair
3. Student submits via e-mail the accomplished form to SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)
4. SRO recommends for the approval of the Dean
5. SRO informs students of the approved request

***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-