



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

APPEAL TO RETURN FROM LOA

Who is considered to be in LOA?

- A student who does not intend to enroll in a semester may apply for a leave of absence (LOA). This also applies to a student currently enrolled and who intends to withdraw his/her enrollment for the rest of the semester. A student on leave of absence does not sever his/her ties with the University. (Source: [Academic Information](#))

UNDERGRADUATE PROGRAM:

LOA for 1 Semester

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Fill-up the google form for the [Appeal to Return from LOA](#).
3. After the evaluation of qualified students for readmission, the SRO will email the student to **accomplish the additional requirements for readmission:**
 - [Return from Leave of Absence \(RFLOA\) Form](#)
 - [Student Directory](#)
 - **Medical certificate** from the UP Diliman Health Service, if the reason from being **AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)
4. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
5. Once the Dean approves the appeal, the SRO will endorse the complete requirements to the OUR - Admissions Section for further processing.
6. The SRO will return to the student the RFLOA form signed by the OUR. - end.

LOA for 2 or more Semesters

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Fill-up the google form for the [Appeal to Return from LOA](#).
3. After the evaluation of qualified students for readmission, the SRO will email the student to **accomplish the additional requirements for readmission:**
 - [Return from Leave of Absence \(RFLOA\) Form](#)
 - [Student Directory](#)
 - [Plan of Study \(POS\)](#) - *for graduate program students only*
 - **Notarized Affidavit of Non-Enrollment** to other UP units, colleges or universities
 - **Proof of reasons of absence:**
 - **Medical certificate** from the UP Diliman Health Service, **if returning from LOA for 2 or more semester or the reason for being on LOA was due to health/medical reasons** (click [here](#) to view the detailed instructions)

- **Work related** – certification of employment, work schedules, training certificates
 - **Other valid documents as proof of absence**
4. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
 5. Once the Dean approves the appeal, the SRO will endorse the complete requirements to the OUR - Admissions Section for further processing.
 6. The SRO will send to the student the RFLOA form signed by the OUR. - end.

GRADUATE PROGRAM:

LOA for 1 Semester

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Accomplish the [Plan of Study \(POS\)](#) (signed by Program Adviser).
3. Fill-up the google form for the [Appeal to Return from LOA](#).
4. After the evaluation of qualified students for readmission, the SRO will email the student to **accomplish the additional requirements for readmission:**
 - [Return from Leave of Absence \(RFLOA\) Form](#)
 - [Student Directory](#)
 - **Medical certificate** from the UP Diliman Health Service, if the reason from being **AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)
5. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
6. Once the Dean approves the appeal, the SRO will endorse the complete requirements to the OUR - Admissions Section for further processing.
7. The SRO will return to the student the RFLOA form signed by the OUR. - end.

LOA for 2 or more Semesters

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz.
2. Accomplish the [Plan of Study \(POS\)](#) (signed by Program Adviser).
3. Fill-up the google form for the [Appeal to Return from LOA](#).
4. After the evaluation of qualified students for readmission, the SRO will email the student to **accomplish the additional requirements for readmission:**
 - [Return from Leave of Absence \(RFLOA\) Form](#)
 - [Student Directory](#)
 - **Notarized Affidavit of Non-Enrollment** to other UP units, colleges or universities
 - **Proof of reasons of absence:**
 - **Medical certificate** from the UP Diliman Health Service, **if returning from LOA for 2 or more semester or the reason for being on LOA was due to health/medical reasons** (click [here](#) to view the detailed instructions)
 - **Work related** – certification of employment, work schedules, training certificates
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5. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
6. Once the Dean approves the appeal, the SRO will endorse the complete requirements to the OUR - Admissions Section for further processing.
7. The SRO will send to the student the RFLOA form signed by the OUR. - end.

Important reminder:

- **Please be guided on the deadline of filing of appeals for readmission as indicated in the CSWCD-UPD internal calendar.**
- [UPD Academic Calendar](#)

Please keep posted for 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-