



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

LEAVE OF ABSENCE (LOA) APPLICATION

STEPS:

1. The student submits LOA application through CRS, click [here](#) to view the LOA flowchart.
2. The student needs to indicate the semester he/she intends to apply for LOA.
3. The student secures his/her instructors' consent and class standing.
4. Once the Instructors' submit consent and class standing, the student secures approval and endorsement of his/her Faculty Adviser and the Department.
5. The student needs to inform the Student Records Office (SRO) at cswcdsro.upd@up.edu.ph with **subject line: Application for LOA_Last Name, First Name (e.g. Application for LOA_Dela Cruz, Juan)**.
6. The SRO informs the Dean on the LOA application for approval.
7. The student monitors/checks the status at his/her CRS account. If LOA application has been approved:
 - a. Go to the "Settlement of Outstanding Transactions Module," generate the payment slip and proceed to payment. *(Please see/follow the REMINDER on the generated payment slip for validation)*
 - b. UPD Cash Office validates the payment
 - c. If validated, the student may print the validated LOA form via "Settlement of Outstanding Transaction Module."

ONLINE PROCESS OF LOA EXTENSION APPLICATION

STEPS:

1. The student applies for LOA in CRS and follows the LOA application process (click [here](#) to view the LOA flowchart) except, for LOA extension, the student does not generate the Payment Slip and does not pay for the LOA application anymore;
2. Once the LOA application has been approved, Student emails the OUR at rcs_our.updiliman@up.edu.ph with the subject: LOA_extension_name);
3. OUR sets the LOA extension application as "paid".
4. After Step 3, the student may print his/her copy of the approved LOA Application Form via his/her Settlement of Outstanding Transaction module in CRS.

Important reminder:

For guidance, review the following issuances and flowchart:

Online Application of Leave of Absence (LOA) [OUR Memo No. MVPLO 2020-13](#)

Leave of Absence (LOA) Process Starting First Semester 2020-2021 [LOA Flowchart](#)

Online process of LOA extension Application [here](#)

Deadline of Application [Academic Calendar](#)

Please keep posted for any updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following official websites:

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD Computerized Registration System: <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 guidance.

Thank you.

-SRO, CSWCD-