



**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. Fill-up completely the [Request for Substitution of Subjects Form](#).
  - The student secures the recommendation and approval of his/her Program Adviser and the Department Chair
2. Fill-up the google form for the [Request for Substitution of Subjects](#).
3. The SRO will forward the appeal to the Dean for final action.
4. The SRO notifies the students of the final action/recommendation. - end.

**Important reminder:**

**Please be guided on the deadline of filing of application in accordance to the approved [Academic Calendar](#).**

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***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](mailto:cswcdsro.upd@up.edu.ph).***

For guidance.

Thank you.

-SRO, CSWCD-