



## 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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### PERMIT FOR COMPLETION / EXAMINATION / REMOVAL

#### PLEASE NOTE:

- **Permit for Completion of INC (NO TRANSACTION FEE)**
- **Permit for Examination / Removal (P20.00 fee)**

#### STEPS:

1. Download and Fill-up completely the Permit for Completion/Examination/Removal [here](#).
2. The student will secure the approval/signature of the respective instructor.
3. To request for the signature of the Dean, fill-out the google form for the [Permit for Completion / Examination / Removal](#).
4. Once received, the SRO forwards the permit to the Dean for signature.
5. The SRO will notify the student once the permit has been signed by the Dean and a hard copy will be available at the SRO Office.
6. The student will resend the duly signed form to the Instructor.

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1. The Instructor submits the completion/removal grades through the grade completion/removal module in CRS.
  2. *Policy Reminder re: Grade Completion and Removal: **Student must be enrolled during term of completion/removal for grade submission to be valid***
  3. Instructor generates and submits the signed Official Report of Grades for Completion/Removal to the SRO.
  4. SRO submits the physical copy to the OUR - Records Section. - end.

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#### **Payment Instructions for Examination / Removal:** *(Pay the P20.00 fee each course/subject)*

- Please wait for the issued Billing Statement/SOA from SRO before paying the examination/removal fee.

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#### **FOR NON-CSWCD STUDENTS**

- Please coordinate with your respective home unit/college for the form and procedures.

#### **Important reminder:**

Please be guided on the deadline of completion according to the approved [UPD 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 e-mail address: [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph).**

For guidance.

Thank you.

-SRO, CSWCD-