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

REQUEST FOR CERTIFICATION & TRUE COPY OF GRADES (TCG)

Transaction fee:
- Physical copy (P20.00 per copy)
- Electronic copy (P20.00 per transaction)

STEPS:

1. Fill-up the google form for the **Request for Certification & TCG.**

2. The SRO will acknowledge request and issue a Billing Statement/SOA.

3. The student will pay the transaction fee and send the proof of payment to SRO.

4. The SRO will process the request.

Request will be process within 3-5 days upon receipt of proof of payment

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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/srocswcd
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-