



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](#))
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LOA for 1 Semester

STEPS:

1. The student writes a letter of appeal addressed to the Dean.
2. Accomplish the [Waiver & Plan of Study \(POS\) form](#).
3. Secure the endorsement and signature of Program Adviser to the letter of appeal, waiver and POS.
4. Fill-up the google form for the [Appeal to Return from LOA](#) and upload the following requirements:
 - Letter of appeal
 - Waiver & Plan of Study (POS)
 - Proof of reason of absence:
 - Health - Medical Certificate
 - Employment - Certification of Employment/Work Schedules
 - Other valid documents as proof of absence
5. The SRO will evaluate and route the appeal to the Department Chair and College Secretary for review and endorsement then to the Dean for final action.
6. Once the appeal is approved, the SRO will notify the student to accomplish these additional requirements for OUR processing:
 - [Student Directory](#)
 - **Medical certificate** from the UP Diliman Health Service, if the reason from being on **LOA was due to health/medical reasons** (click [PEHA Guide](#) to view the detailed instructions)
7. The SRO will forward the complete requirements to the Office of the University Registrar (OUR) for further processing.
8. The SRO will send the RFLOA form signed by the OUR to the student. - end.

LOA for 2 or more Semesters

STEPS:

1. The student writes a letter of appeal addressed to the Dean.
2. Accomplish the [Waiver & Plan of Study \(POS\) form](#).
3. Secure the endorsement and signature of Program Adviser to the letter of appeal, waiver and POS.
4. Fill-up the google form for the [Appeal to Return from LOA](#) and upload the following requirements:
 - Letter of appeal
 - Waiver & Plan of Study (POS)

- Proof of reason of absence:
 - Health - Medical Certificate
 - Employment - Certification of Employment/Work Schedules
 - Other valid documents as proof of absence
- 5. The SRO will evaluate and route the appeal to the Department Chair and College Secretary for review and endorsement then to the Dean for final action.
- 6. Once the appeal is approved, the SRO will notify the student to accomplish these additional requirements for OUR processing:
 - [Student Directory](#)
 - **Medical certificate** from the UP Diliman Health Service, regardless of reason from being on LOA (click [PEHA Guide](#) to view the detailed instructions)
- 7. The SRO will forward the complete requirements to the Office of the University Registrar (OUR) for further processing.
- 8. The SRO will send the RFLOA form signed by the OUR to the student. - end.

Important reminder:

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