

TO BE ACCOMPLISHED IN TRIPLICATE (1 COPY EACH FOR STUDENT, OUR and COLLEGE)

UNIVERSITY OF THE PHILIPPINES DILIMAN

APPLICATION FOR LEAVE OF ABSENCE (LOA)

Period applied for: \_\_\_\_\_
Reason(s): \_\_\_\_\_

Signature Over Printed Name of Student

Conforme: \_\_\_\_\_
Signature Over Printed Name of Parent/Guardian
Date: \_\_\_\_\_

Student No.: \_\_\_\_\_
AY \_\_\_\_\_ Course \_\_\_\_\_
Date: \_\_\_\_\_

CLEARANCE SHOULD BE OBTAINED FIRST BY THE STUDENT IN THE OFFICES MENTIONED BELOW:

Table with columns for COLLEGE, COLLEGE LIBRARY, DORMITORY, SDT, STUDENT LOAN BOARD, UNIVERSITY LIBRARY, and columns for CLEARED BY and DATE.

If LOA is applied for during the second half of the semester, instructors should indicate the class standing of the student (Passing or Failing)

Table with columns: CLASS CODE, COURSE NO., SECTION, CLASS STANDING, INSTRUCTOR'S SIGNATURE, DATE.

Status: Currently Enrolled, Not Enrolled. Scholastic Standing: Good Standing, Warning, Failing, Probation.

GRANTED LEAVE OF ABSENCE EFFECTIVE \_\_\_\_\_ SEM., SY \_\_\_\_\_ until \_\_\_\_\_ SEM., SY \_\_\_\_\_

Program Adviser, Department Chair, Director of UG/G Program (Signature Over Printed Name)

Paid LOA fee: O.R. No., DATE. DEAN (Signature Over Printed Name), DATE

### **STEPS TO FOLLOW BY THE STUDENTS IN FILING LOA**

- 1.) Secure LOA application form (in triplicate) from your college.
- 2.) Obtain clearances from the offices mentioned in the LOA form.
- 3.) If LOA is availed during the second half of the semester, secure the signature of your instructors and make sure that they indicate your class standing (Passing or Failing) in the space provided for in the LOA form.
- 4.) Secure the signatures of the Program Adviser, Department Chair, Director of UG/G Program (if applicable).
- 5.) Dean's signature.
- 6.) Pay LOA fee of P150.00 at the Cashier's Office (2<sup>nd</sup> flr.), back of PNB.
- 7.) Submit LOA form and receipt of payment to the admission & Registration Section of the OUR.
- 8.) Submit one copy of the approved LOA to your college.