



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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05 September 2011

MEMORANDUM ECA NO. 11-08

TO: ALL COLLEGE SECRETARIES

FROM: EVANGELINE C. AMOR, Ph.D.
University Registrar

RE: LEAVE OF ABSENCE (LOA)

Please be reminded that the deadline for students to file their **Leave of Absence (LOA)** is on **September 23, 2011, Friday**.

I request the assistance of all College Secretaries and their staff to post announcements regarding the deadline for filing an LOA in places where the students can see and read it.

Kindly include in the announcement that the LOA form should be submitted to the ARS-OUR to make it official.

Thank you very much.