



UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the University Registrar

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23 September 2020

OUR Memorandum No. MVPLO 2020-13

To: **Deans and Directors**

From: 
MARIA VANESSA P. LUSUNG-OYZON, PhD
University Registrar

Subject: **ONLINE APPLICATION FOR A LEAVE OF ABSENCE (LOA)**

Please be informed that starting this first semester AY 2020-2021, **the final step on filing for a leave of absence (LOA) of students via CRS will be the Dean's approval** (UPD Catalogue, Academic Information, p. 37). Once a LOA application is already post-advised and endorsed by the department, the LOA application will automatically queue for approval **in the "LOA Approval" module under the CRS account of the Dean**. This new process supplants the old process in which the college prints the LOA form for Dean's approval. After approval, the student may already generate a payment slip and pay for the LOA application to complete the process.

Further, if the LOA process is already complete, the student, the college and the OUR may print their own copies of the approved LOA forms through their respective modules (i.e., Documents Printing module for the colleges and Settlement of Outstanding Transactions module for the students).

Thank you for your compliance.