



Republic of the Philippines

Pamantasan ng Lungsod ng Maynila

(University of the City of Manila)

General Luna Street corner Muralla Street
Intramuros, Manila

LEAVE OF ABSENCE FORM

Date of Filing: _____

Student No: _____ College: _____
Student Name: _____ Course: _____
Student Type: _____ Year Level: _____
Academic Status: _____ GWA: _____

Effective From: _____ Sem/Term, SY: _____ Please attach the following:
Until: _____ Sem/Term, SY: _____
☐ Letter of Request for LOA
☐ Clearance from OSDS
Reason: _____
☐ Note of Undertaking (if applicable)

☐ Student's Checklist & Study Plan

Student's Signature over printed name

Parent's Signature over printed name

1. Recommending Approval:

College Dean Date

2. Recommending Approval:

University Registrar Date

3. Approved/Disapproved:

Vice President for Academic Affairs Date