



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

<b>1. Recommending Approval:</b>	
_____ College Dean	_____ Date
<b>2. Recommending Approval:</b>	
_____ University Registrar	_____ Date
<b>3. Approved/Disapproved:</b>	
_____ Vice President for Academic Affairs	_____ Date