9. Processing of Request for Leave of Absence Service

A student intend to take a leave of absence exceeding one semester but not to exceed one academic year shall file a letter of intent with the College Dean

concerned for approval, stating the reason for leave. If the leave exceeds one academic year, he/she shall lose status as a student in residence

Office or Division:	Institute of Technology – Registrar's Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Letter of intent address to the University Registrar and	Client			
2. Documents as proof such as Medical Certificate, Employment Order	Client			
3. Application for Change of Enrollment (ACE) if the student is currently enrolled	Client			
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Request letter addressed to the ITECH Registrar stating the reason for his/her leave noted by the College Dean /Chairperson.	1.1 Require the client to sign in the logbook 1.2 Receive and sign the letter of intent by the Chairperson and the Dean	None	10 minutes	*Receiving Staff* Respective Registrar's Office *Chairperson / Dean* Respective Chairperson's / Dean's Office
2. Process ACE form to withdraw the subjects if officially enrolled during the semester.	2.1 Accept ACE Form and affix signature to corresponding subject	None	4 days 3 hours and 24 minutes	*Assigned Professors* PUP ITECH, Pureza, Sta. Mesa, Manila
3. Submit request letter noted by the Chairperson and the Dean to the Office of the ITECH Registrar for signature and ACE Form for Currently enrolled	3.1 Require the client to sign in the logbook 3.2 Accept request letter for signature of the ITECH Registrar and endorse to the Office of Admission Services and ICTO	None	14 minutes	*Receiving Staff* Respective Registrar's Office
4. Submit photocopy the approved letter signed by the ITECH Registrar and to ICTO for tagging	a. Receive and tag the request for Leave of Absence in		12 minutes	*Receiving Staff* Respective Registrar's Office *SIS Administrator*

	the SIS Module			Information and Communication Technology Office, 2nd floor, NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila
	TOTAL	**None**	**4 days and 4 hours**	