

Greetings, **EXCEL2025!**

Kindly follow the process below for **Excused Absences**:

1. Secure the Endorsement:

- a. Medical reasons: send your request to the Concierge at concierge@dlsu.edu.ph by submitting medical certificates and supporting documents with the subject “**Request for Excused Absence Endorsement.**” The person-in-charge will deck your request to the next physician available.
- b. Mental health reasons: email the Office of Counselling and Career Services (OCCS) at occs@dlsu.edu.ph for consultation.

2. Email our Associate Dean along with endorsement email (convert to PDF file) and other supporting documents: jason.alinsunurin@dlsu.edu.ph!

For other pressing concerns regarding Absences or LOA, please feel free to contact any member of our Student Services Committee:

Student Services Director: Matthew Gabriel L. Hernandez Student Services Associate Director: Princess Issabella C. Silang	Student Services Executives: Julia Mikaela A. Balaba Sophia Isabel D. Garciano Kristela L. Soria Fatima Sulit
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