



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region 1  
SCHOOLS DIVISION OFFICE  
Dagupan City

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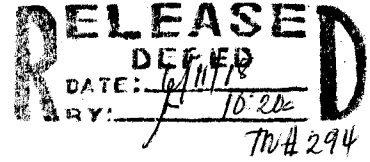
Division Memorandum No. 203 s., 2018

To: Assistant Schools Division Superintendents  
Chief Education Supervisors CID and SGOD  
Curriculum and Implementation Division Personnel  
School Governance and Operations Division Personnel  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Master Teachers and Teachers  
All Others Concerned


From: Office of the Schools Division Superintendent

Date: **June 6, 2018**

Subject: **Filing of Permit to Study**



1. In line with the requirements set by the Professional Regulations Commission (PRC), the Schools Division Office aims to support the initiative of each employee for his/her career advancement. More so, it would want to provide technical assistance as well as ensure the balance between their teaching career and professional development.
2. This is also to reiterate the provision of DECS Order No. 56, s. 1984 and other related issuances that officers, teachers and other personnel who wish to study **leading to any degree must secure permit to study** from the head of agency to ensure that outside study will not impair performance of their functions.
3. With this, everyone is enjoined to file his or her *Permit to Study application form (see attachment)* with a *certified true copy of report of rating and units earned* in the previous semester and a *photocopy of the Individual Performance Commitment Review Form (IPCRF) rating* covering where the teacher was last enrolled as an attachment. Teachers enrolling for the first time should attach their most recent IPCRF.
4. In keeping with DECS/DepEd issuances, units earned without approved study permit or in excess of the 9 units allowed per semester, shall be considered void when used in the application for any form of promotion.
5. Please submit the said form before enrolling to the SDO-SGOD-HRDS office and which will be forwarded to the Office of the Schools Division Superintendent for appropriate action.
6. Immediate dissemination and compliance to the contents of this memorandum is desired.

  
**LORNA G. BUGAYONG, Ph.D., CESO VI**  
Schools Division Superintendent *ed*



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**APPLICATION FOR PERMISSION TO STUDY**

Name of Applicant: \_\_\_\_\_ Position: \_\_\_\_\_  
 Civil Service Eligibility: \_\_\_\_\_ Civil Status: \_\_\_\_\_  
 Name of School where employed: \_\_\_\_\_ Barrio: \_\_\_\_\_  
 Municipality: \_\_\_\_\_ Perm/Prov'l: \_\_\_\_\_  
 Distance in Kms between official station and college where enrolled: \_\_\_\_\_

\_\_\_\_\_ (Name and Location of college where applicant wished to enroll)

Course applied for: \_\_\_\_\_  
 Academic Year: \_\_\_\_\_ Qtr./Sem. Summer: \_\_\_\_\_  
 (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)

Course to be taken this term and the schedule:

<u>COURSE</u>	<u>DAYS OF THE WEEK</u>	<u>HOURS OF THE WEEK</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Credits or units towards - BSE MA Ed. D./Ph.D.  
 Total number of units previously \_\_\_\_\_  
 Number of units to be earned this Qtr./Sem./Summer \_\_\_\_\_

I hereby certify that I have carefully read the information on the next page of this form, all the provisions of which I am bound to observe very strictly, I understand that the regulations on the outside study of teachers are intended to primarily safeguard the health of the teachers as well as of course to maintain their efficiency in the service. I also understand that if in the opinion of the Division Superintendent of School this study adversely affect my efficiency as a teacher this permission to study shall be revoked.

\_\_\_\_\_  
 (Signature of Applicant)

Date Submitted: \_\_\_\_\_

APPROVAL RECOMMENDED:

The undersigned shall require strict compliance by the applicant with all the existing rules and regulations regarding permission to study and should hold responsible for any undue delay in forwarding the applicant to the office doing satisfactory work with an efficiency rating of "ABOVE AVERAGE" or higher. The applicant will be required by me to submit through office, to the Division Superintendent a certified copy of the report rating obtained in the course which should be attended to his/her outside study not earlier than thirty minutes after the afternoon session in the public school.

Date Submitted: \_\_\_\_\_  
 \_\_\_\_\_ District Supervisor/Sec. Sch. Principal

APPROVED: \_\_\_\_\_  
 This permit expires on \_\_\_\_\_

Date: \_\_\_\_\_  
 Permit No. \_\_\_\_\_

**LORNA G. BUGAYOG, Ph.D., CESO IV**  
 Schools Division Superintendent

**APPLICATION FOR PERMISSION:**

**INSTRUCTIONS**

1. Application for permission to study in five (5) copies must reach the office not later than two (2) months before the start of the actual classes. THE TEACHERS JUST FILE REQUEST BEFORE ENROLLING FOR THE FIRST TIME IN ANY SCHOOL, COLLEGE or UNIVERSITY.
2. The teacher applicant must be doing satisfactory work with an efficient rating of "ABOVE AVERAGE" or higher.
3. The permission is given until the applicant complete the curriculum towards a degree. He does not need to file a request for permission every semester.
4. A certificate from the head of the school or college where the teacher is enrolled and the subject to pursued should be attached with the application.
5. Teachers who are about to finish course, or who have started a course as well as the subject already completed and those still to be taken all to be certified by the Registrar of the private school concerned.
6. After each semester every teacher granted permission to study should submit to the Superintendent's Office, through channels, a certified true copy of the report on the ratings be obtained in the course which he took during the semester including the number of units earned. In addition, as soon as he/she finished a specific curricular towards a degree he/she should submit a complete set of his/her transcript of grades and special order to the superintendent through his immediate superior for validation and verification.
7. The Maximum study of nine (9) units per semester or summer should be strictly observed. Teachers who are candidates for graduation may be allowed to carry from (1) one to three (3) units more than the nine (9) units authorized provided that those units are the last units that the teachers need to enable them to graduate. No exemption will be given to the teachers who do not fall under the above state condition. Violation of this regulation on the study load shall be sufficient cause for revocation of the permission to study for administrative action.
8. The college, school or university in which the teacher contemplates enrolling should be accessible to this official station so that he will not be unduly complied to hurry there from in order to arrive at his class by time. The teacher should attend to his outside study not earlier than thirty (30) minutes after the afternoon session in the public school.
9. The immediate superior or supervisor shall be hold responsible for any undue delay in forwarding the application to the superintendent, if the application to the superintendent has been filed on time.

\_\_\_\_\_ (Name and location of college where application wishes to enroll)

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that \_\_\_\_\_ a public school teacher, is seeking admission in this college to (course) \_\_\_\_\_ with the following subjects offered this \_\_\_\_\_.

COURSE	DAYS OF THE WEEK	HOURS OF THE DAY
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
DEAN

\_\_\_\_\_  
REGISTRAR

**NOTE:**

1. Weekdays classes in a semestral terms should not be earlier than 6:00 p.m.
2. Unless superseded by the DepEd every term, a 3 unit lecture subject should be taken as follows:  
SUMMER TERM – 1 ½ hours daily Monday through Saturday.  
*Maximum load; 9 units for all courses, 6 units in Law in prescribed subjects.*  
SEMESTRAL TERM – A total of three (3) hours a week. *Maximum Load: 9 units for Undergraduate course or 6 units of graduate level course except for enrollees in Special Saturday Classes for maximum load not more than 6 units.*