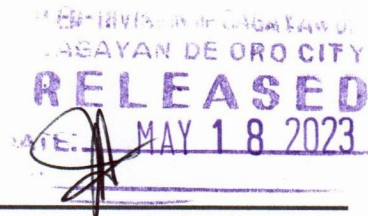




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

18 May 2023

DIVISION MEMORANDUM

No. 216, s. 2023

PERMISSION/PERMIT TO STUDY

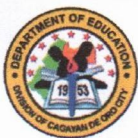
To: Audie S. Borres - Assistant Schools Division Superintendent
Chiefs, Education Program Supervisor – (CTD & SGOD)
All Curriculum Teaching Division Personnel
All Schools Governance Operations Division Personnel
All Elementary & Secondary School Heads
All Elementary & Secondary Teachers
All Non-Teaching Personnel
This Division

1. It has come to the attention of this Office that several applications for permit to study were submitted late. Hence, the approval of such is often times behind by 1-2 months or even a semester which resulted to some inconvenience both on the part of the teacher concerned and this Office specifically during the assessment of documents for ERF.

2. With this, Principals are requested to remind their teachers that application for permit to study must be filed in advance, whenever possible and/or at least a month before the opening of the semester.

3. Teachers and nonteaching staffs who intend to carry the full study load of 12 units in a regular semester and nine (9) units in a Summer term may only be allowed if they are graduating or about to take the Comprehensive Examination on a case-to-case basis.

4. Nonteaching staffs/second coursers who intend to enroll the full 18-unit requirement or undergraduate courses/subjects for them to take the Licensure Examination for Teachers (LET) can carry the full/regular study load in a given semester provided that they have a Very Satisfactory (VS) or an Outstanding (O) performance in the immediately preceding rating period.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

5. Part-time Study shall only be pursued during Saturdays and Sundays or starting 6:00PM during weekdays (Mondays-Fridays). The Permit to Study to pursue or enroll masteral/doctoral studies to any college or higher education institutions shall be given for a period of two school years provided that such schooling will not affect the performance of the regular/permanent teacher or employee concerned.
6. Furthermore, to ensure uniformity of the form (permit to study), the field is hereby advised to use the attached PERMIT TO STUDY TEMPLATE starting the month of June, 2023.
7. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all participants regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
8. This office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl : Permit to Study

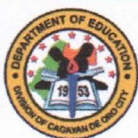
Reference: BPS No. 17, s. 1960, Regulations on Outside Study of Teachers

To be included in the Perpetual Index

Under the following subjects:

PERMIT TO STUDY

DMSA/DM- permit to study
May 18, 2023



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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

(School)

PERMIT TO STUDY

Date

The Schools Division Superintendent
Department of Education – Division of Cagayan de Oro
Upper Balulang, Cagayan de Oro City

Thru Channels

Madam/Sir:
I have the honor to request to study under the graduate program.
Information about are as follows:

Place of Employment :
Educational Qualification :
Institution to which to enrol :
Academic Year : Number of Years in Service

Subject to be undertaken leading to the degree of :

Subject	Days	Time	Units	Professor/Instructor

Very truly yours, Attested by:
Teacher Applicant School Registrar

1st Indorsement
Date:

Respectfully forwarded to the Schools Division Superintendent, Department of Education, Division of Cagayan de Oro, recommending approval. Please be informed that the attendance of Mr./Ms. at does not interfere with his/her work as a classroom teacher. His/her performance as of SY was

RECOMMENDING APPROVAL:
DERROLD MARL S. AVES
Senior Education Program Specialist

School Head
APPROVED BY:
ROY ANGELO E. GAZO
Schools Division Superintendent

- REQUIREMENTS:
- MECS Orders No. 33, s. 1985 only nine (9) units are allowed.
 - 12 units are allowed if graduating or about to take the Comprehensive Examination;
 - Permit to Study should be filed a month prior to the class;
 - Indorsement letter from the Principal/School Head
 - School Curriculum signed by the Dean