



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Defied

Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582; 322-4702 / Fax Nos. (045) 887-6099

APPLICATION FOR PERMISSION TO STUDY

Name of Applicant: _____ Position: _____
 Civil Service Eligibility: _____ Civil Service Status: _____
 Name of School where employed: _____ Barangay: _____
 City/Municipality: _____ Civil Status: _____
 Distance in kilometers between official address and college where enrolled: _____

(Name and location of College/University where Applicant wishes to enroll)

Course Applied for: _____
 Academic Year: _____ Quarter /Semester / Summer: _____
 (1st, 2nd, 3rd, 4th)

Course/Subjects to be taken this term and schedule:

SUBJECTS	DAYS OF THE WEEK	HOURS OF THE DAY		
		ETC	BSE	MA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	Credit/s or unit/s toward:	_____	_____	_____
	Total No. of units previously	_____	_____	_____
	No. of units to be earned this Quarter /Semester / Summer	_____	_____	_____

I hereby certify that I have carefully read Circular No. 17, s. 1960 dated June 20, 1960 and Division Letter No. 01, dated January 4, 2012, and the information of the next page of this form, all the provision of which I am bound to observe very strictly, I understand that the regulations on the outside study of teachers are intended primarily to safeguard the health of the teachers as well as, of course to maintain their efficiency in the service. I, also understand, that it is in the opinion of the Schools Division Superintendent the study affecting adversely efficiency as a teacher in this permission shall revealed.

Date Submitted: _____ Signature of Applicant: _____

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 in forwarding the application 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 this office, to the Schools Division Superintendent as certified true copy of the report of the rating obtained in the course which should attend to outside study not earlier than thirty minutes after the afternoon session the public school.

Date Submitted: _____ Signature: _____
 (District Supervisor/Secondary School Principal)

APPROVED:

Date: _____
 Permit No.: _____

LEILANI S. CUNANAN, CESO VI
 -OIC-Schools Division Superintendent

APPLICATION FOR PERMISSION TO STUDY

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 **TEACHER MUST FILE THE REQUEST BEFORE ENROLLING FOR THE FIRST TIME IN ANY SCHOOL, COLLEGE OR UNIVERSITIES.**
2. The teacher-applicant must be doing satisfactory work with an efficiency rating above average or higher.
3. The permission is given until the applicant completes the curriculum towards a degree. He/she does not need to file a request for permission every semester.
4. A certification from the head of the school or college where the teacher is enrolled and the subject to be pursued should be attached.
5. Teacher who are about to finish the course, or who have started a course, as well as the subjects already completed and those still to be taken to be certified by the registrar of the private schools concerned.
6. After each semester, every teacher granted permission to study should submit to the Schools Division Superintendent's office through channel, a certified true copy of the report on the ratings obtained in the course which he/she took during the semester, including the number of units earned. In addition, as he/she finished a specific curriculum towards a degree, he/she should submit a complete set of his/her transcript of records/ or grades, and special order to the Schools Division Superintendent through his/her immediate superior, for validation and verification.
7. The maximum of nine (9) units per semester and on summer should be strictly observed. Teachers who are candidate for graduation may be allowed to carry from one (1) to three (3) units more than nine (9) units authorized, provided these units are needed by the teacher/s to enable them to graduate. No exception will be allowed, if the teacher/s do not fall under the above state or condition. Violation of this regulation on study, shall be sufficient cause for revocation of the permission to study or for administrative action.
8. The college, schools or universities in which the teacher contemplated enrolling be accessible to his official stations so that he will not be unduly compelled to hurry from there, in order to arrive his/her class time. The teacher should attend to his/her outside study not earlier than thirty (30) minutes after the afternoon session in the public school.
9. The immediate superior shall be held strictly responsible for any undue delay in forwarding the application to the Schools Division Superintendent, if the application has been filed on time.

(Name and location of College/University where the applicant wishes to enroll)

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that _____, a public school teacher, is seeking admission in this school to take up (Course) _____ with the following subjects offered this _____ Semester / Summer

SUBJECTS

DAYS OF THE WEEK

HOURS OF THE DAY

School Registrar