



DIVISION MEMO No. 160, s.2015

To : **SCHOOL HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

From : **FRANCIS CESAR B. BRINGAS, CESO VI**
Schools Division Superintendent

Subject : **ADDITIONAL ATTACHMENT TO TEACHER'S PERMIT TO STUDY**

Date : August 17, 2015

1. Paragraph 1 of Regional Memorandum No. 138, s.2003 *Permit to Study for Officers and Employees who Wish to Study Leading to Any Degree* reads in part

This is to reiterate the provisions of DECS Order No.56, s.1984, Department Circular No.17, s.1960 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. It is reminded that compliance with the work hours in a week is mandatory. For teachers, the requirement is six (6) teaching hours and two (2) hours for classroom-related activities daily for five days a week per Section 13, R.A. 4670 and its implementing rules.

2. Teachers who are planning to enrol in under/post-graduate studies, whether the course is related or unrelated to their government entry qualifications, should therefore obtain the necessary permit to study from the Office of the Schools Division Superintendent thru the Human Resource Development Section of the School Governance and Operations Division (SGOD)

3. Aside from the certified true copy of the report of rating and units earned obtained during the previous semester, a photocopy of the Performance Rating covering the period where the teacher was last enrolled shall also be attached to the permit application.

4. Teachers enrolling for the first time in under/post-graduate studies should attach their most recent Performance Rating.

5. It is expected that all School Heads review the Performance Rating of the teacher/s concerned to ensure that the descriptive rating is **Very Satisfactory** (Above Average) or higher as stated in the form's Approval Recommended section before signing the permit.

6. 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.

7. This guideline shall be effective immediately.

8. For your information and guidance.