



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-Off, Baguio City
Tel. No.: 446-0275 Fax: (074) 442-7819



DIVISION MEMORANDUM

No. 91, S. 2017

PERMISSION TO DO OUTSIDE STUDY FORM AND STUDY RECORD FILE

To: Division Chiefs
Public Schools District Supervisors
Public High School and Elementary School Heads / TIC/HTIC
To All Others Concerned

1. Pursuant to Division Circular No 1, s. 1962, entitled Teacher Application for Permission to Do Outside Study, the Department of Education requires all public school teachers to ask for permission and approval of their study form.
2. Permission to do outside study is not only required for teachers to accomplish but at the same time for non-teaching personnel of the Department.
3. The HRD Section of the Division will no longer keep any study permits, but will record all approved permits. The designated school Professional Development Coordinator will be responsible in keeping the files in your own school for accessibility and safe keeping.
4. Please be guided with the following enclosed documents:
 - a. Enclosure 1 PERMISSION TO DO OUTSIDE STUDY FORM
 - b. Enclosure 2 STUDY RECORD FILE
 - c. Enclosure 3 PROCESS FOR STUDY PERMIT SUBMISSION AND APPROVAL
5. For information, guidance, and compliance.


ATTY. AUGUSTIN P. LABAN III
Schools Division Superintendent

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BAGUIO CITY SCHOOLS DIVISION EMPLOYEE APPLICATION OR PERMISSION TO DO OUTSIDE STUDY

 (Name) (Position) (Sex)

 (Name of School where employed) (No. and Street) (Barangay)

 (Grade/s Level presently handled) (Subject/s presently handled)

 (Name of College / University where enrolled) (Address of College / University where enrolled)

_____, 1st ____ 2nd ____ 3rd ____, Summer ____
 (School Year) (Check mark (/) on semester enrolled)

Course to be taken and schedule of classes: (COMPLETE the needed information based from registration form given)

Subject Code	Subject Description	Day of the week	Time	No. of units
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Note: Strict compliance of a maximum of 9 units to enroll every semester.

Credit or units earned	M.A. / M.S.	Doctorate	Others: _____
TOTAL number of units earned	_____	_____	_____
Number of units to be earned this Semester / term	_____	_____	_____

I hereby certify that I have read Circular No. 17, s. 1960, dated June 20, 1960 "REGULATIONS OF TEACHERS", and have the instructions given on the reverse side hereof, all the provisions of which I am bound to observe strictly. I shall submit to the Schools Division Superintendent, through channels, certified true copy of the report of rating I shall obtain in the course during the semester including the number of units earned. I understand that my efficiency as a teacher is adversely affected, the permission will be revoked. I shall follow strictly the maximum study load. I also know that I shall not be late in returning to my station for my daily work. I shall attend to my study not earlier than 30 minutes after the intended primarily to safeguard my health as well as maintain my efficiency in the educational service.

 Signature of Applicant Date: _____

APPROVAL RECOMMENDED

I, the undersigned, certify that the applicant is doing satisfactory work with an efficiency rating of "Very Satisfactory" (3.500 – 4.499) or higher, that I shall be held strictly responsible for any undue delay in forwarding the application to the Superintendent if the application is filed on time, that I shall recommend the revocation of this permission if the application violates any or all regulations given in Circular No. 17, s. 1960.

 Print Name and Signature of Principal / School Head Date: _____

 JOVELYN PETRA T. BALANTIN
 SEPS – HRD Date: _____

PERMIT NO. _____
APPROVED:

This permit expires on: 1st ____ 2nd ____ 3rd ____, Summer ____ S.Y. _____

For the Schools Division Superintendent ATTY. AUGUSTIN P. LABAN III:

ARTHUR TIONGAN
 Chief Education Supervisor, SGOD

SAMPLE



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EMPLOYEE'S OUTSIDE STUDY RECORD

Name of Employee:	Roberto K. Mani	Position:	Teacher III
Name of School:	Baguio National High School		

This is to certify that the employee whose name appears above has submitted and received approved Application/s for Permission to Do Outside Study as shown below.

University / College	Course Enrolled	Date Enrolled	Semester	School Year	No. of Units Earned	No. of Units to be Earned	Permit Number	Signatory SDS/for	Remarks
University of the Cordilleras	PHDEM	Sept. 2015	1st trisem	2015-2016	0	9	125	Jovelyn Petra Balantin	
University of the Cordilleras	PHDEM	Jan. 2016	2nd trisem	2015-2017	9	9	345	Jovelyn Petra Balantin	INC in one subject
University of the Cordilleras	PHDEM	May. 2016	3rd trisem	2015-2018	18	9	286	Jovelyn Petra Balantin	
University of the Cordilleras	PHDEM	Sept. 2016	first trisem	2016-2017	27	9	152	Jovelyn Petra Balantin	
University of the Cordilleras	PHDEM	Jan. 2017	2nd trisem	2016-2018	36	9	114	Jovelyn Petra Balantin	

Issued in Compliance to Division Circular No. 1, s. 1962.

This is Issued for General Purposes.
 Date: February 5, 2016

Certified Correct:

ARTHUR TIONGAN
 CES - SGOD

PROCESS FOR STUDY PERMIT SUBMISSION & APPROVAL

