


	General Quality Form		Document Code:	
	DIVISION MEMORANDUM		Revision: 00	
			Effectivity date: 08-20-2018	
			Name of Office:	
			OSDS-ASDS	

Office of the Superintendent
 Division Memorandum No. 66, s. 2020

REITERATION ON THE GUIDELINES OF SECURING STUDY PERMIT

To: **PUBLIC SCHOOL HEADS
 TEACHING AND NON-TEACHING PERSONNEL
 ALL OTHERS CONCERNED**

1. This Office reiterates the guidelines on securing Permit to Study to all employees who are planning to enroll in under-graduate/ post-graduate studies. Permit to study form is downloadable at depedpines.com and to be printed on both sides.
2. Regional Memorandum No. 138, s. 2003, *Permit to Study for Officers and Employees who Wish to Study Leading to Any Degree* paragraph 1 states that:
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 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.
3. Duly approved permit to study shall be submitted at the Administrative Unit **not later than one (1) month** after enrolment.
4. The following are the **documentary requirements**:
 - a) Permit to Study form (2 copies)
 - b) Enrollment form (1 copy)
 - c) Certificate of official grades obtained during the last semester attended for old students (1 certified true copy).
5. All school heads are required to review the performance rating of the teacher/s concerned to ensure that the descriptive rating is **Very Satisfactory (3.500-4.499)** 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 and those who attained **excess units from the allowed nine (9) units 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.


MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent