



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

August 30, 2024

**DIVISIONAL MEMORANDUM**  
No. *248*, s. 2024

**REGULATIONS ON THE APPLICATION FOR PERMIT TO STUDY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Secondary and Elementary School Heads  
This Division

1. In view of the application process for a permit to study, DECS Order No. 65, s. 1985 Amendment to BPS Circular No. 17, s. 1960 “Regulations on Outside Study of Teachers” Paragraph 1 (a) is revised as follows:

*“a. On the certification of his immediate supervisor or superior that he is doing satisfactory work with an efficiency rating of satisfactory or higher, the teacher desiring to engage in outside study may be given permission (when this is sought) to do so, until he completes the curriculum towards a degree. He does not need to file a request for permission every semester.”*

2. However, the concerned personnel are expected to submit an application form once a year, preferably a month before the First Semester of a School Year, for compliance with DECS Order No. 65, s. 1985.

3. Further, these regulations related to the application for a permit to study shall now include teaching, teaching-related, and non-teaching personnel in compliance with the existing issuances of DepEd and CSC. Moreover, applicants shall observe and adhere to the provisions encompassing the process of securing the permit to study, as follows:

- a. Application or letter requests should be accompanied by the draft filled-up enrollment form for the semester or summer term properly signed by the Registrar or Dean of the College/University.
- b. Regardless of learning modality deliveries, teaching personnel are allowed only nine (9) units during the regular semester. Full study load of nine (9) units during the Summer term shall be considered since there are no teaching duties during Summer. However, school heads and non-teaching employees must enroll in nine (9) units only during the regular semester and six (6) units during the Summer term to prepare for the opening of classes.
- c. Should concerned personnel be scheduled for the Comprehensive Examination the following semester, teaching and non-teaching



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**PANDONG**  
#PadayonAsensoOzamiz




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staff who intend to enroll in the full study load of 12 units in a regular semester and nine (9) units in a Summer term shall only be permitted.

- d. Part-time study employing all the modular, online, or offline distance learning shall only be pursued on Saturdays and Sundays or starting at 6:00 pm during weekdays (Mondays-Fridays).
- e. A Very Satisfactory Performance is needed during the time that the teacher/employee is on part-time study. If in the event, he/she will be rated Satisfactory or Unsatisfactory/Poor Performance during the first year of the study, the permit shall be automatically revoked.

4. Attached are the revised application forms for a permit to study for teaching, teaching-related, and non-teaching personnel.

5. Immediate dissemination and compliance of this Memorandum is desired.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Schools Division Superintendent

ATCH.: As stated

References: DECS Order No. 65, s. 1985; BPS Circular No. 17, s. 1960

To be indicated in the Perpetual Index under the following subjects:

**PERMIT TO STUDY    TEACHERS    NON-TEACHING PERSONNEL**

SBC/DM \_\_\_/August 30, 2024    "Regulations on the Application for Permit to Study"  
/P&R-rml



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**SCHOOLS DIVISION OF OZAMIZ CITY**

\_\_\_\_\_, 2024  
 Date

**APPLICATION FOR PERMISSION TO STUDY IN PUBLIC/PRIVATE SCHOOL**  
 (FOR TEACHING AND NON-TEACHING PERSONNEL)

The Schools Division Superintendent  
 Division of Ozamiz City  
 City of Ozamiz

Madam:

This is to request permission to study at \_\_\_\_\_ for the subject/course \_\_\_\_\_. Subjects are indicated below for the \_\_\_\_\_ Semester of \_\_\_\_\_.

Subject/Course	Units of Credit	No. of Hours	Time	Day

I have earned \_\_\_\_\_ units for graduation from the \_\_\_\_\_ in this Division on \_\_\_\_\_, 20\_\_ (see the back thereof).

Below are my pertinent data and other necessary information:

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
 Assignment/Designation: \_\_\_\_\_  
 Education Qualification: \_\_\_\_\_  
 Name of School last attended/graduated: \_\_\_\_\_  
 Address of School: \_\_\_\_\_  
 C.S. Eligibility: \_\_\_\_\_ Date Taken: \_\_\_\_\_ Rating: \_\_\_\_\_  
 Length of Service: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_  
 Distance between Station and public/private school: \_\_\_\_\_  
 Means of transportation to be used in traveling: motorcycle (example)  
 Health condition: Physically fit

May this request warrant your approval.

Very truly yours,

Recommending approval:

\_\_\_\_\_  
 Applicant Signature Over Printed Name

\_\_\_\_\_  
 School Principal/School Head/Unit Head

Approved for \_\_\_\_\_ units:

**DIONESIO L. LIWAGON JR., CESE**  
 Assistant Schools Division Superintendent

**NIMFA R. LAGO, PhD, CESO VI**  
 Schools Division Superintendent



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**SCHOOLS DIVISION OF OZAMIZ CITY**

\_\_\_\_\_, 2024  
 Date

**APPLICATION FOR PERMISSION TO STUDY IN PUBLIC/PRIVATE SCHOOL**  
 (FOR SCHOOL HEADS)

The Schools Division Superintendent  
 Division of Ozamiz City  
 City of Ozamiz

Madam:

This is to request permission to study at \_\_\_\_\_ for the  
 subject/course \_\_\_\_\_. Subjects are indicated below for the \_\_\_\_\_  
 Semester of \_\_\_\_\_.

Subject/Course	Units of Credit	No. of Hours	Time	Day

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 on \_\_\_\_\_, 20\_\_ (see the back thereof).

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 Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
 Assignment/Designation: \_\_\_\_\_  
 Education Qualification: \_\_\_\_\_  
 Name of School last attended/graduated: \_\_\_\_\_  
 Address of School: \_\_\_\_\_  
 C.S. Eligibility: \_\_\_\_\_ Date Taken: \_\_\_\_\_ Rating: \_\_\_\_\_  
 Length of Service: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_  
 Distance between Station and public/private school: \_\_\_\_\_  
 Means of transportation to be used in traveling: motorcycle (example)  
 Health condition: Physically fit

May this request warrant your approval.

Very truly yours,

Recommending approval:

\_\_\_\_\_  
 Applicant Signature Over Printed Name

Approved for \_\_\_\_\_ units:

**DIONESIO L. LIWAGON JR., CESE**  
 Assistant Schools Division Superintendent

**NIMFA R. LAGO, PhD, CESO VI**  
 Schools Division Superintendent



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\_\_\_\_\_, 2024  
 Date

**APPLICATION FOR PERMISSION TO STUDY IN PUBLIC/PRIVATE SCHOOL**  
 (FOR CID AND SGOD PERSONNEL)

The Schools Division Superintendent  
 Division of Ozamiz City  
 City of Ozamiz

Madam:

This is to request permission to study at \_\_\_\_\_ for the subject/course \_\_\_\_\_. Subjects are indicated below for the \_\_\_\_\_ Semester of \_\_\_\_\_.

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Below are my pertinent data and other necessary information:

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 Assignment/Designation: \_\_\_\_\_  
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 Address of School: \_\_\_\_\_  
 C.S. Eligibility: \_\_\_\_\_ Date Taken: \_\_\_\_\_ Rating: \_\_\_\_\_  
 Length of Service: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_  
 Distance between Station and public/private school: \_\_\_\_\_  
 Means of transportation to be used in traveling: motorcycle (example)  
 Health condition: Physically fit

May this request warrant your approval.

Very truly yours,

\_\_\_\_\_  
 Applicant Signature Over Printed Name

Recommending approval:

\_\_\_\_\_  
 Chief ES – CID/SGOD

Approved for \_\_\_\_\_ units:

**DIONESIO L. LIWAGON JR., CESE**  
 Assistant Schools Division Superintendent

**NIMFA R. LAGO, PhD, CESO VI**  
 Schools Division Superintendent



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