**APPLICATION FOR PERMIT TO STUDY**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Civil Service Eligibility: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Civil Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School Employed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Barangay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Municipality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distance in km between official station and college enrolled: \_\_\_\_\_\_\_\_\_

Course applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_ Quarter/Semester/Summer: \_\_\_\_\_\_\_\_\_\_\_

Number of units to be earned this quarter/semester/summer: \_\_\_\_\_\_\_\_\_\_\_

I hereby certify that I have carefully read the information on the page of this form and all the provisions of which I am bound to observe very strictly. I understand that the regulations on the outside study are intended to primarily safeguard the health of teaching/non-teaching personnel as well as to maintain the efficiency in service. I also understand that if the opinion of the Schools Division Superintendent adversely affects my efficiency as teaching/non-teaching personnel, this permission to study shall be revoked.

Date accomplished: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern:

This is to certify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a public school teacher/employee, is seeking admission in this school, college, university \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a degree of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the following subjects:

**SUBJECT DAYS OF THE WEEK HOURS PER WEEK**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEAN REGISTRAR**

**RECOMMENDING APPROVAL:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed name and signature of School Head)

**FERNANDINA P. OTCHENGCO, PhD, CESO VI**

Assistant Schools Division Superintendent

**APPROVED:**

**LEILANI SAMSON CUNANAN, CESO V**

Schools Division Superintendent

**INSTRUCTIONS**

1. Application for permit to study must be submitted in three (3) copies and must reach the office not later than a month before the start of actual classes. THIS REQUEST MUST ONLY BE FILED ONCE BEFORE ENROLLING FOR THE FIRST TIME IN ANY SCHOOL, COLLEGE, OR UNIVERSITY AS PER DEPED ORDER NO. 65, s. 1985.

2. The applicant must have at least a “VERY SATISFACTORY” performance rating.

3. The approved permit to study is valid until the completion of the curriculum towards a degree. Filing of request every semester is not necessary.

4. Applicants should attach the following in their application:

1. Class Program for teaching personnel or Certification of Work Schedule for non-teaching personnel,
2. Certificate of Registration coming from the school, college, university the applicant is enrolled, and
3. Latest Office Performance Commitment and Review Form (OPCRF) for School Heads and Individual Performance Commitment and Review Form (IPCRF) for other personnel.

5. The maximum of nine (9) units per semester must be strictly observed.

6. Part-time study shall only be pursued during Saturdays and Sundays or starting 6:00 P M. during Fridays. The permit to study to pursue a Masters and/or Doctoral studies in any college or higher education institution shall be issued to the applicant, provided that such schooling will not affect the performance of the regular/permanent teacher or employee concerned.

7. In the event the personnel will be rated below Satisfactory or Unsatisfactory/Poor performance during the first year of the study, the permit is automatically considered revoked.

8. The school, college, university where the applicant intends to enroll should be proximate to his/her official station to avoid rushing to class.