



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF CITY OF MALOLOS

QUALITY FORM for QMS and ISO 9001:2015	Document Code: SDO-MALOLOS-OSDS-AS-RS-QF-005 Revision: 01 Effectivity date: 02-05-2021
APPLICATION FOR PERMIT TO STUDY	Name of Office: OSDS-Records Section

Name of Applicant: _____ Position: _____
 Civil Service Eligibility: _____ Civil status: _____
 Name of School where employed: _____ Barrio: _____
 Municipality: _____ Perm./Prov'l: _____
 Distance in km between official station and college where enrolled: _____

 (Name and Location of college where applicant wished to enroll)

Course applied for: _____
 Academic Year: _____ Qtr./Sem./Summer: _____

Course to take this term and the schedule:

COURSE	DAYS OF THE WEEK	HOURS OF THE WEEK
_____	_____	_____
_____	_____	_____
_____	_____	_____

Credits or units towards - - - BSE MA EdD / PhD
 Total number of units previously _____
 Number of units to be earned this Qtr./Sem./Summer: _____

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

Date submitted: _____

(Signature of Applicant)

APPROVAL RECOMMENDED

The undersigned shall require strict compliance by the applicant with all the existing rules and regulations regarding to study and should hold responsible for any undue delay in forwarding the applicant to the office doing satisfactory work with an efficiency rating of "ABOVE AVERAGE" or higher. The applicant will be required by me to submit through office, to the Division Superintendent a certified copy of the report rating obtained in the course which should be attended to his/her outside study not earlier than thirty minutes after the afternoon session in the public school.

Date submitted: _____

LEONARDO C. CANLAS EdD, CESO VI
 Assistant Schools Division Superintendent

APPROVED:
 This permit expires on: _____
 Date: _____
 Permit No. _____

NORMA P. ESTEBAN EdD, CESO V
 Schools Division Superintendent





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APPLICATION FOR PERMISSION:

INSTRUCTIONS

1. Application for permission to study in five (5) copies must reach the office not later than two (2) months before the start of actual classes. **THE TEACHERS JUST FILE REQUEST BEFORE ENROLLING FOR THE FIRST TIME IN ANY SCHOOL, COLLEGE, OR UNIVERSITY.**
2. The teacher applicant must be doing satisfactory work with an efficient rating of "ABOVE AVERAGE" or higher
3. The permission is given until the applicant complete the curriculum towards a degree. He does not file a request for permission every semester.
4. A certificate from the head of the school or college where the teacher is enrolled and the subject to pursued should be attached with application.
5. Teachers who are about to finish course; or who have started a course as well as the subject already completed and those still to be taken all to be certified by the Registrar of the private school concerned.
6. After each semester every teacher granted permission to study should submit to the Superintendent's Office, through channels, a certified true copy of the report on the ratings be obtained in the course which he took during the semester including the number of units earned, In addition, as soon as he/she finished a specific curricular towards a degree he/she should submit complete set of his/her transcript of grades and special order to the superintendent through his immediate superior for validation and verification.
7. The maximum study of nine (9) units per semester or summer should be strictly observed. Teachers who are candidates for graduation may be allowed to carry from (1) one to (3) three units more than the nine (9) units authorized provided that those units are the last units that the teachers need to enable them to graduate. No exemption will be given to the teachers who do not fall under the above state condition. Violation of this regulation on the study load shall be sufficient cause for revocation of the permit to study for administrative action.
8. The college, school, and university in which the teacher contemplates enrolling should be accessible to the official station so that he will not be unduly compelled to hurry there from in order to arrive at his class by time. The teacher should attend to his outside study not earlier than thirty (30) minutes after the afternoon session in the public school.
9. The immediate superior or supervisor shall be hold responsible for any undue delay in forwarding the application to the superintendent. If the application to the superintendent has been filed on time.

(Name and location of college where application wishes to enroll)

TO WHOM IT MAY CONCERN:

This is to certify that _____ a public school teacher, is seeking admission in this office to (course) _____ with the following subject offered this _____.

<u>COURSE</u>	<u>DAYS OF THE WEEK</u>	<u>HOURS OF THE WEEK</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

DEAN

REGISTRAR

NOTE:

1. Weekdays classes in a semestral terms should not be earlier than 6:00 p.m.
2. Unless superseded by the DECS every term, a 3-unit lecture subject should be taken as follows:

SUMMER TERM – 1 ½ hours daily Monday through Saturday.

Maximum load; 9 units for all courses, 6 units in Law in prescribed subjects.

SEMESTRAL TERM – A total of three (3) hours a week. Maximum Load: 9 units for Undergraduate course or 6 units of graduate level course except for enrollees in Special Saturday Classes for maximum load not more than 6 units.

