



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



June 21, 2017

DIVISION MEMORANDUM
NO. 399, s. 2017

PERMISSION/PERMIT TO STUDY

**TO: Assistant Superintendents
Chiefs/EPSS/Coordinators/SEPPS/ EPS IIs
Public Schools District Supervisors/OICs
Elementary/Integrated School/s Principals
Identified Trainers/Grade 6 Teachers
All Others Concerned**

1. This **Office** hereby informs the field that the **PERMIT TO STUDY** sought by any teacher or nonteaching staffs must be properly **endorsed** by the **Public Schools District Supervisor (PSDS)** or the **head of office concerned** in case of **non-teaching personnel** from the Division Office.

2. The application or letter-request must be accompanied by the **draft filled-up enrollment form** in that **particular semester or summer term** duly signed by the **Registrar** or **Dean** of the College/University.

3. Before endorsing the document/s to the **Division Office, the PSDS or head of office** must consider the following:

3.1 Teachers who will enroll or study to any graduate or post-graduate studies should carry only **nine (9) units** during the regular semester, however, they can carry the full study load of **nine (9) units** during Summer term (having no teaching duties during Summer). Schools heads and nonteaching staffs must also carry or enroll **nine (9) units only** during the regular semester and **six (6) units** only during the Summer term.

3.2 Teachers and nonteaching staffs who intend to carry **the full study load of 12 units** in a regular semester and **nine (9) units** in a Summer term may only be allowed if they are graduating or about to take the Comprehensive Examination on a case-to-case basis.

3.3 Nonteaching staffs/second coursers who intend to enroll the full 18-unit requirement or undergraduate courses/subjects for them to take the Licensure Examination for Teachers

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(LET) can carry the full/regular study load in a given semester provided that they have a **Very Satisfactory (VS) or an Outstanding (O)** performance in the immediately preceding rating period.

3.4 Part-time Study shall only be pursued during **Saturdays and Sundays** or starting **6:00PM during weekdays (Mondays-Fridays)**. The **Permit to Study** to pursue or enroll masteral/doctoral studies to any college or higher education institutions shall be given for a period of **two school years** provided that such schooling will not **affect the performance** of the regular/permanent teacher or employee concerned.

3.5 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** is **automatically considered revoked**. A brief **Report of Accomplishment and the presentation of the diploma** are needed upon completion of the degree/course pursued. PSDSs and heads of sections/units must also monitor the grades versus the office performance/s of their staffs every semester or year while they are on part-time study.

4. Teachers and non-teaching staffs are also hereby advised that as much as possible, their enrollment to any **graduate or post-graduate studies** must be **VERTICALLY ARTICULATED** and **ALIGNED** to their baccalaureate degrees or fields of specializations. For example, if the teacher obtained **BSED-Mathematics** in his/her undergraduate degree, s/he should pursue **MS/MA-Math** or doctoral degree in **Mathematics**.

5. Permit to Study for teachers and non-teaching staffs who are pursuing other courses/degrees not mentioned above such as **online/distance learning, JD or an LLB degree, open university and other educational delivery modes** provided by **higher education institutions here and abroad** will be evaluated on a case-to-case bases or based on the special circumstance/s governing each degree or course.

6. The aforementioned rules shall take effect beginning **School Year/Academic Year 2017-2018**.

7. Questions or inquiries as regards to the application for **PERMIT TO STUDY** can be sent directly to **Dr. Victor A. Ybañez (SEPS-HRD)** at the email address: v_ybanez@yahoo.com.

8. Wide dissemination of and strict compliance of this Memorandum is hereby directed.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent