

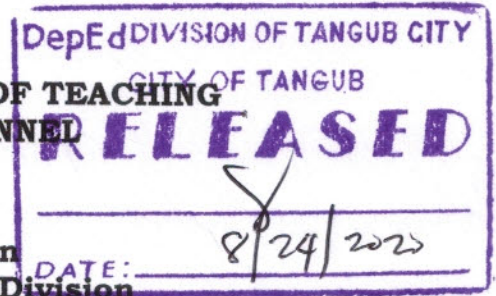


August 20, 2020

DIVISION MEMORANDUM

No. 177, s. 2020

**REGULATIONS ON OUTSIDE STUDY OF TEACHING
AND NON-TEACHING PERSONNEL**



**To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Secondary and Elementary School Heads
All others concerned
This Division**

1. This Office hereby informs the field that the PERMIT TO STUDY sought by any teacher or non-teaching personnel must be properly endorsed by the School Principal or the head of office concerned in case of non-teaching personnel from the Division Office.

2. Before endorsing the document/s to the Division Office, the School Principal or head of office must consider the following:

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. Teachers and non-teaching personnel 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.


4. Non-teaching 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 (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.

5. 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 /law 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.





6. 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.
7. The application or letter-request must be accompanied by the application for permit to study form.
8. Immediate and dissemination of this Memorandum is desired.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent





Form PS-001

APPLICATION FOR PERMIT TO STUDY

Name of Applicant: _____ Position: _____
 Civil Service Eligibility: _____ Civil Status: _____
 Name of School where employed: _____ Barrio: _____
 Municipality: _____ Perm/Prov'l: _____
 Distance in Kms 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: _____
 (1st, 2nd, 3rd, 4th)

Course to be taken this term and the schedule:

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

Credits or units towards - BSE MA Ed. D./Ph.D. LAW
 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 next 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 the 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.

 (Signature of Applicant)

Date Submitted: _____

APPROVAL RECOMMENDED:

The undersigned shall require strict compliance by the applicant with all the existing rules and regulations regarding permission 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: _____

 District Supervisor/Sec. Sch. Principal

APPROVED:

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

AGUSTINES E. CEPE, CESO V
 Schools Division Superintendent

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 the 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 need to 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 pursue should be attached with the application.
5. Teachers who are about to finish the 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 a 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 three (3) 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 permission to study for administrative action.
8. The college, school or university in which the teacher contemplates enrolling should be accessible to this 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)

CERTIFICATION

TO WHOM IT MAY CONCERN:

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

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

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.