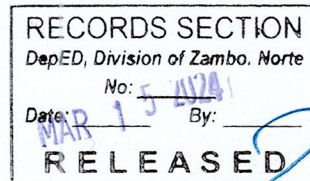




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



March 14, 2024

**Division Memorandum**

No. 179, s. 2024

**UPDATE ON THE APPLICATION FOR PERMISSION TO OUTSIDE STUDY,  
TEACH OR PRACTICE A PROFESSION**

To: PSDSs and PICDs  
School Heads, Public Elementary and Secondary Schools  
SDO Unit/ Section Heads  
School and Non- School-Based Personnel  
All others concerned

1. This has reference to DepEd Order No. 1, s. 2023 titled, Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas and Revised Signing Authorities dated January 9, 2023, this office announces the update on the application for permission to outside study, teach or practice a profession.

2. As such, attached are the files and templates required, and can be accessed through [depedzn.net/link/DepEdZNPermit](https://depedzn.net/link/DepEdZNPermit). This office shall follow the signing authorities:

Office/ Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
<b>Schools Division Office</b>				
1. SDS/ASDS	ARD	RD	ARD	Usec. for Operations
2. Division Chief	ASDS	SDS		
3. Below Division Chief	Division Chief	ASDS	Division Chief and ASDS	SDS
<b>Schools</b>				
1. School Head/ Head Teacher/ TIC	ASDS	SDS	ASDS	SDS
2. Teaching and Non- teaching personnel	School Head	ASDS	School Head and ASDS	SDS



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Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
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3. For any clarification, please contact HRD thru 09998842496 or 09176335061.
4. Widest dissemination of this memorandum is desired

For the Schools Division Superintendent:

**RAYMOND M. SALVADOR CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge

*HRD/nret/RIP/Update on Permit to Study, Teach and Practice of Profession*  
DM\_\_\_-2024/03142024



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**Enclosure No. 1. Application for Permit to Study**

**PERMIT TO STUDY**

Date \_\_\_\_\_

**The Schools Division Superintendent**  
**Division of Zamboanga del Norte**  
**Dipolog City**

Sir:

I have the honor to request **PERMISSION TO STUDY** in a private/ public school, the subjects indicated below during the \_\_\_\_\_ semester of the school year \_\_\_\_\_ or during \_\_\_\_\_ at the \_\_\_\_\_.

SUBJECT	DESCRIPTION	UNITS	TIME/DAYS	HOURS DAILY

I have earned \_\_\_\_\_ units so far towards graduation leading to a degree in \_\_\_\_\_.

It is further informed that the undersigned has read General Circular No. 17, s. 1960, permitting teachers to take \_\_\_\_\_ subjects or equivalent to \_\_\_\_\_ units and Circular No. 7, s. 1975.

Moreover, the applicant who is granted a permit to study may be recalled to attend essential activities relating to his/her position or as inscribed in Division Memo. No. 78, s. 2015.

\_\_\_\_\_  
Signature over Printed Name of Applicant  
District/School: \_\_\_\_\_  
Contact No.: \_\_\_\_\_



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**1<sup>st</sup> Endorsement**

\_\_\_\_\_  
(School/ Functional Division)

Respectfully forwarded to the Schools Division Superintendent,  
\_\_\_\_\_, recommending approval of the request of  
\_\_\_\_\_.

\_\_\_\_\_  
School Head/ Division Chief/ ASDS

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**2<sup>nd</sup> Endorsement**

\_\_\_\_\_  
(Date)

Respectfully returned to \_\_\_\_\_, the approved request of  
\_\_\_\_\_, in the basic communication to the provision of BPS  
Circular No. 17, s. 1960 (*Regulation on Outside Study of Teachers*).

\_\_\_\_\_  
ASDS/SDS



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**Enclosure 2: Requirements for Permit to Teach**

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***Requirements for Permit to Teach Application***

1. Endorsement from the Principal/ School Head.
2. Letter request of the teacher applying for permit to teach.
3. Request for Permission to Teach Form.
4. Information required in connection with the request for permission to teach outside office hours.
5. Certification from the authorized official of the private school or entity, where the profession is to be practiced, as to his/ her leads with corresponding number of units and the schedule, addressed to the Schools Division Superintendent.
6. Record of physical and medical examination showing such fitness, duly certified by a government physician (Form 86- Health Examination Records/ Medical Certificate)



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**Information Required in Connection with the  
Request for Permission to Teach Outside Office Hours**

- A. School Assignment  
\_\_\_\_\_
- B. Nature of Assignment in the Department of Education  
\_\_\_\_\_
- C. Performance Rating during the last 2 years  
\_\_\_\_\_
- D. Official Time in Public Schools  
\_\_\_\_\_
- E. Teaching Assignment in the Private Schools  
\_\_\_\_\_  
\_\_\_\_\_  
Specific Days and Time of Teaching in the Private Schools  
\_\_\_\_\_
- F. Total Number of Hours of Private Teaching in a Week  
\_\_\_\_\_
- G. Distance Between the Private School from the Official Station  
\_\_\_\_\_
- H. Length of Service in Public Schools  
\_\_\_\_\_  
\_\_\_\_\_



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