

FILE



DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO. DEL NORTE
DIPOLONG CITY, 7100

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City

RELEASED

NAME/SIGNATURE

DATE: 5/11/15

DIVISION MEMORANDUM
No. 78s. 2015

To: Public Schools District Supervisors
Elementary School Principals/School Heads
Secondary School Principals
Faculty and Staff
All Others Concerned

From: NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: PROCEDURE IN PROCURING PERMIT TO STUDY

Date: May 7, 2015

1. The IRR of RA 9155, Rule IV, Sec. 4.2.2 states in substance that the Schools Division Superintendent, SDS for brevity, is responsible in the 'Planning and managing the effective and efficient performance of all personnel, physical and fiscal resources of the division, including professional staff development';
2. Wherefore, in view of the foregoing, **all personnel** (teaching and non-teaching) who are interested in **pursuing graduate or post-graduate studies** shall secure a permit to study from the Human Resource Development Unit, which is duly approved by the SDS;
3. Furthermore, **applicants** for the 'permit to study' shall submit their **documents**, namely: **a)** Name of School where they will enroll; **b)** Subjects and total units to enroll; **c)** Schedule of classes; and **d)** official result of his/her recent Performance Rating;
4. Moreover, the **submission** of the above mentioned documents shall be a month before the **official classes** of applicants prospected **graduate school commences**;
5. In addition, **approved 'permit to study'** of applicants shall be **subject to recall** if and **when** it **negatively affects** their Performances in the conduct of their **Functions and Responsibilities**.
6. So ordered.