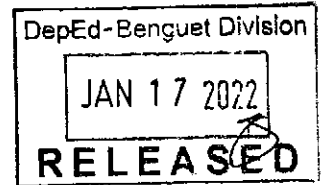




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



January 13, 2022

DIVISION MEMORANDUM

No. 14 s.2022

REITERATING THE DIVISION MEMORANDUM NO. 236 S. 2020 RE: SUBMISSION OF CERTIFIED TRUE COPY OF RATINGS OBTAINED WITH NUMBER OF UNITS EARNED FOR THE SY 2020 APPROVED STUDY PERMIT AND 2021 STUDY PERMIT APPLICATION and ADAPTING THE NEW STUDY PERMIT FORM

**TO: All Public Schools District Supervisors
All Elementary and Secondary School Heads
All Elementary and Secondary Teachers
All Non-Teaching Employees
All Others Concerned**

1. Pursuant to Regional Memorandum No. 138 s. 2003 and relative to Division Memorandum No. 236 s. 2020, this office once again announces the submission of study permits for approval on or before the resumption of classes for graduate schools.
2. Attachments of the study forms, signatories, study load, units earned indicated at Division Memorandum No. 236 s. 2020 (Enclosure 1) will strictly be followed.
3. All study permits submitted to the office should be duly signed and all the needed information should be indicated. Incomplete attachments and study permit form will be returned and will not be processed.
4. A new study permit form (Enclosure 2) will be followed effective immediately.
5. Widest dissemination and strict compliance to this memorandum is desired

GLORIA B. BUYA-AO
Schools Division Superintendent

SGOD/HRDS/R&R/esf



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
mail: benguet@deped.gov.ph

TYAMAN





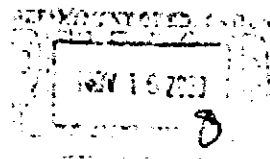
Republic of the Philippines
Department of Education
Schools Division of Benguet

Enclosure 1. Division Memorandum 236 s. 2020

	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570, (074) 422 7501	
	DIVISION MEMORANDUM NO. 236 S. 2020	

November 9, 2020

TO: Office of the Schools Division Superintendent
 Curriculum Implementation Division
 School Governance and Operations Division
 Public Elementary and Secondary School Heads
 All Others Concerned



FROM: BENEDICTA M. DAYTACA EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC - Office of the Schools Division Superintendent

SUBJECT: SUBMISSION OF CERTIFIED TRUE COPY OF RATINGS OBTAINED WITH NUMBER OF UNITS EARNED FOR THE 2020 APPROVED STUDY PERMIT AND 2021 STUDY PERMIT APPLICATION

1. In relation to Division Memorandum no. 018, s. 2020 re Reiterating the Guidelines on the Granting of Study Permit to Teachers and Non-Teaching Personnel; and pursuant to Regional memorandum no. 138 s. 2003, this office once again announces the submission of study permits for approval on or before the resumption of classes for graduate schools on January 2021.
2. The following are the attachments of the Study Permit forms to be submitted:
 - a. IPCRF with rating of at least VERY SATISFACTORY;
 - b. For newly hired teachers with no IPCRF – attach certification from the school head stating that per observation, supervision and monitoring, the teacher demonstrates performance commitment that can guarantee that his/her attendance to graduate studies/outside studies is not determinant to quality teaching learning process;
 - c. CERTIFICATION from the head of the school or college to enroll in including the list of the subjects to be taken indicating if not the final schedule at least the tentative class schedule for the two or single semesters applied for. The number of units for each subject should be indicated;
3. The immediate supervisor of the applicant may inform the Schools Division Superintendent through a letter if the outside study of the applicant is affecting the efficiency and quality performance of the employee. This may be a ground for revocation before the next semester that is covered by the permit or if upon monitoring and supervision by the SDO, the study affect the efficiency and quality of performance, notice of revocation shall be issued immediately.
4. Maximum study load is nine (9) units. However, teachers who are candidates for graduation may be authorized to carry from one to three units more than the nine units allowed provided that these are the last subjects required to finish the course.



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Schools Division of Benguet



5. Units earned without approved permit to study in excess of the nine (9) units allowed per term / semester, shall be considered void when used for application in any form of promotion.
6. The immediate supervisor shall be held responsible for any undue delay in forwarding the application for permit to study to the Office of the Schools Division Superintendent.
7. Submit application at least two (2) weeks before the start of the actual class.
8. Check this link <https://bit.ly/3n2hzhH> for the e-copy of the study permit form.
9. In addition, all teachers and non-teaching personnel with approved study permits for the latest semester/ term for 2020 must submit a certified true copy of the report of ratings obtained including the number of units earned to the Schools Division Superintendent through the HRD Section.
10. Teaching and non-teaching personnel graduates for this year with approved study permits shall submit a certified true copy of the Official Transcript of Records and special order of graduation to the Schools Division Superintendent through the HRD Section.
11. Immediate dissemination of and strict compliance to this Memorandum is directed.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

IYAMAN
Integrity • Diligence • Commitment • Excellence



	Republic of the Philippines DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Stock Farm, Wangal, La Trinidad, Benguet		Document Code: SDO-BENG-QF-OSDS-AO/GS-009 Revision: 00 Effectivity date: 09-03-2018
PERMIT TO STUDY			Name of Office: OSDS-ADMINISTRATIVE/GENERAL SERVICES

Date: _____

Office of the Schools Division Superintendent
 DepEd – Benguet Division
 Wangal, La Trinidad, Benguet

Thru: **Channels**

Madam:

This is to request permission to attend [1st], [2nd], [3rd] semester/summer classes from _____ to _____
encircle the semester applying for *month and year started* *month and year ended*

at _____
name of school *address of school*

The school where I am teaching is _____ kms. away and takes _____ hours and _____ min. to reach the college/university where I intend to study with transportation available every _____ hrs./minutes.

DEGREE: Masteral (), Ph. D. ()

COURSE: _____

Number of Finished Units: _____ Total Number of Units to be taken for the degree: _____

SUBJECTS TO BE TAKEN	UNITS	TIME	DAYS

(Maximum = 9 units)

If my outside study affects my performance as a _____ permission may be revoked.
Position/Designation

Very truly yours,

Signature over Printed Name

1st INDORSEMENT

 District

 Date

CERTIFICATE OF THE PRINCIPAL/SUPERVISOR

I hereby certify that _____ of _____ is a _____
name of applicant *name of school and district* *permanent/contractual*
 teacher and is doing satisfactorily and has a performance rating of [O], [VS], [S], [US], [P]. Last period ends at _____
encircle the correct descriptive rating

RECOMMENDING APPROVAL:

Signature over printed name of Immediate Head/Supervisor

Designation

Study Permit No. _____, s. 20__

2nd INDORSEMENT

 Date

Respectfully returned to Mr./Ms. _____ thru the School Head/PSDS of _____ School/District, approving his/her request for permission to attend _____ semester/summer, SY _____. It is understood that his/her efficiency as a _____ will not be affected.

GLORIA B. BUYA-AO
 Schools Division Superintendent