



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BENGUET**  
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Division Memorandum No. ~~17~~, s. 2016

From: **FEDERICO P. MARTIN, Ed.D., CESO VI**  
OIC Schools Division Superintendent

To: Chief, School Governance and Operation Division  
Chief, Curriculum Implementation Division  
Public Schools District Supervisors  
District Coordinating Principals  
Public Elementary and Secondary School  
Teachers

Subject: Reiterating the Guidelines on the Granting of Study Permit to Teachers

1. Consistent with the policy of the Department of Education for the continuous professional development of teachers as well as to give more significance to the merit system in their promotion, the ensuing issuances and guidelines are hereby clarified.
2. Paragraph 1 of Regional Memorandum No. 138, s. 2003 entitled "Permit to Study for Officers and Employees who Wish to Study Leading to Any Degree reads in part:

*This is to reiterate the provisions of DECS Order No. 56, s. 1984, Department Circular No. 17, s. 1960 and other related issuances that officers, teachers, and other personnel who wish to study leading to any degree must secure permit to study from the head of agency to ensure that outside study will not impair performance of their functions. It is reminded that compliance with the work hours in a week is mandatory. For teachers, the requirement is six (6) teaching hours and two (2) hours for classroom-related activities daily for five days a week per Section 13, RA 4670 and its implementing rules.*

3. Teachers who are planning to enroll in under/post-graduate studies, whether the course is related or not to their position's entry qualifications, should obtain the necessary permit to study from the Office of the Schools Division Superintendent through the Administrative Section;
4. The teacher applicant must be doing satisfactory work with an efficiency rating of "VERY SATISFACTORY" or higher, thus a copy of the most recent performance rating should be attached to the permit application;
5. The teacher should obtain a certificate from the head of the school or college where he/she is contemplating to enroll the list of the subjects to be taken indicating the class schedule and the number of units for each subject;
6. After each semester/term, the teacher granted permission should submit to the Superintendent through channels, a certified true copy of the report of ratings obtained including the number of units earned. In addition, as soon as he/she finishes his/her course, a certified true copy of the Official Transcript of Records and special order of graduation should likewise be submitted;
7. The maximum study load of nine (9) units per term/semester should be strictly observed. However, teachers who are candidates for graduation may be authorized to carry from one (1) to three (3) units more than the nine (9) units allowed provided that these are the last subjects required to finish the course. In keeping with the department's guidelines, units earned without approved permit to study on in excess of the nine (9) units allowed per term/semester, shall be considered void when used for application in any form of promotion;
8. The application for permission to study should be submitted at least one (1) month before the start of actual classes;
9. The immediate superior/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; and
10. Widest dissemination and compliance to these guidelines is hereby enjoined.