



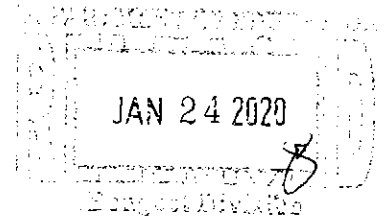
Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet, 2601  
Telefax: (074) 422-6570; (074)422-7501



Date: January 15, 2020

Division Memorandum No. 018, s. 2020

From: **BENILDA M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent



To: Chief SGOD, Chief CID, EPS, PSDS, District Coordinating Principals,  
Public Elementary and Secondary School Heads,  
Teachers and Non-Teaching Personnel

Subject: **Reiterating the Guidelines on the Granting of Study Permit to Teachers and Non-Teaching Personnel**

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 the 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 (5) days a week per Section 13, RA 4670 and its implementing rules.*

3. Teachers and non-teaching personnel 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 HRD Section;
4. The applicant must be doing satisfactory work with an efficiency rating of "VERY SATISFACTORY" or higher, thus a copy of the most recent approved performance rating (IPCRF) should be attached to the permit application. The permit shall be good for Two (2) semesters until the next rating period is completed. If a School Head will inform the Schools Division Superintendent that the outside study is affecting the efficiency and quality performance of the employee, it will be revoked before the next semester that is covered by the permit or if upon monitoring and supervision by the SDO, the study affects the efficiency and quality of performance, notice of revocation shall be issued immediately;

5. For newly hired teachers who don't have IPCRF yet, the school head should certify 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 detrimental to quality teaching learning process. For this, the teacher shall be issued a provisional permit which may be revoked before the next semester covered by the permit, if upon monitoring and evaluation of the school head, the teacher fails to demonstrate quality performance;
6. The applicant 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 if not the final class schedule at least the tentative class schedule for the two (2) semesters or the single semester applied for. The number of units for each subject should also be indicated;
7. 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;
8. 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;
9. The application for permission to study should be submitted at least two (2) weeks before the start of actual classes;
10. 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;
11. All other division issuances issued prior to this with provisions contrary to this memorandum shall now be rescinded; and
12. This Memorandum shall take effect immediately one month after dissemination and publication in the SDO website.