



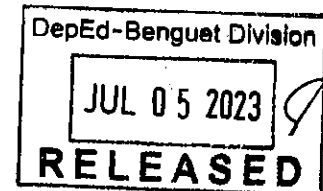
Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

29 June 2023

**DIVISION MEMORANDUM**

No. 219, s. 2023

TO: School Governance and Operations Division  
Curriculum Implementation Division  
Public Elementary and Secondary Schools  
All Others Concerned



**REITERATION OF THE APPLICATION PROCESS FOR A PERMIT TO STUDY**

1. In light of the application process for a permit to study, the field is hereby reminded as per BPS No. 17, s. 1960 titled "Regulations on Outside Study of Teachers" as amended in MECS Order No. 65, s. 1985 titled "Amendment to BPS No. 17, s. 1960" that:

- a. application for permission to study should be submitted to this office two months before the start of class;
- b. late applications must be accompanied by a Letter of Explanation addressed to the Schools Division Superintendent, stating the reason for the late submission;
- c. the maximum number of units to be taken in a semester/ term is nine (9) units. A Letter of Explanation must be attached if it exceeds nine (9) units; and
- d. an applicant must have a performance rating of very satisfactory or higher. As such, IPCRF must be attached for verification purposes.

2. Moreover, please use the new form which can be accessed from <https://shorturl.at/dfYZ7>

3. For information, guidance, and strict compliance.

  
**SALLY L. BANAKEN-ULLALIM CES0 V**  
Schools Division Superintendent

SGOD/LBA/hrd-ial



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