



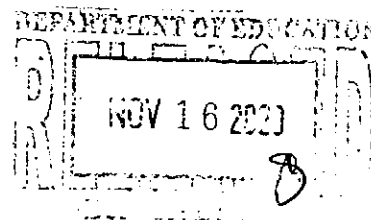
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
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DIVISION MEMORANDUM NO. 236 S. 2020

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: **BENILDA 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.

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.