



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

October 10, 2022

REGION MEMORANDUM
AD No. 44 , s. 2022

SUPPLEMENTARY GUIDELINES TO RM AD NO. 57, S. 2022

To: Schools Division Superintendents

1. To clarify the details and requirements of existing guidelines on the Application for Permit to Study as stipulated in Region Memorandum AD No. 57 s. 2020 titled “Application of Permit to Study,” this Office issues supplementary information particularly on the procedures of approving permit to study for all personnel.

2. Teaching and non-teaching employees who intend to pursue additional baccalaureate degrees and post graduate study programs offered through extension classes shall submit semestral permit to study a month before classes commence, to be approved by the Schools Division Superintendent and Regional Director as the case maybe. Likewise, applicants shall observe and adhere to the provisions encompassing the process of securing permit to study, as follows:

2.a Post Graduate Studies

Applications for these programs shall comply with the mandatory requirements and documented information, to wit:

- 2.a.1 They should include filled-up enrollment form for the term properly signed by the Registrar or Dean of the school.
- 2.a.2 Regardless of learning modality deliveries, teaching and non-teaching personnel are allowed only nine units during the regular semester and six units during summer.
- 2.a.3 Should concerned personnel be **scheduled for comprehensive examination the following semester, a full load of 12 units in a regular semester and nine units during summer shall be permitted.**
- 2.a.4 Studies employing modular, synchronous and asynchronous (online or offline) distance learning shall only be allowed during weekends and only at 6:00 p.m. during weekdays.
- 2.a.5 Issuance of permit to study in a duly accredited college or higher education institution shall be provided per semester for the period of two school years with the condition that such shall not affect the performance of employees concerned.



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2.a.6 A **Very Satisfactory or higher IPCRF rating must be maintained during the period**. In the event, he/she will be rated **Satisfactory or Unsatisfactory/Poor**, the **permit shall be automatically revoked**.

2.b **Baccalaureate and Other Studies**
Applications for baccalaureate and other programs shall comply with the requirements and documented information, to wit:

- 2.b.1 They should include filled-up enrollment form for the term properly signed by the Registrar or Dean of the School.
- 2.b.2 A certification from the Head of the School/College/University where the personnel is enrolled with the subjects and schedules to be followed.
- 2.b.3 Permit to Study shall be required a month before the term starts. Should there be change of higher institution/college/university within the school year, the concerned personnel shall again apply for it.
- 2.b.4 Part-time Study shall only be pursued during weekends or only at 6:00pm during weekdays.
- 2.b.5 A Very Satisfactory or higher IPCRF rating must be maintained during the period. In the event, he/she will be rated Satisfactory or Unsatisfactory/Poor, the permit shall be automatically revoked.

3. It is also reiterated that all personnel shall abide by the following provisions of DepEd Order No. 78, s. 2011:

- 3.a Personnel must refrain from enrolling post graduate programs not recognized by the Commission on Higher Education;
- 3.b DepEd personnel shall not assist those who are involved in illegal operations of unrecognized Higher Education Institutions (HEIs); and
- 3.c Public school facilities must not be used as venues for holding unauthorized classes and other activities.

4. Likewise, in the exercise of prudence and integrity, employees are advised to enroll post graduate programs in schools with appropriate permit to operate preferably observing vertical articulation and alignment to their baccalaureate degrees or field of specialization.

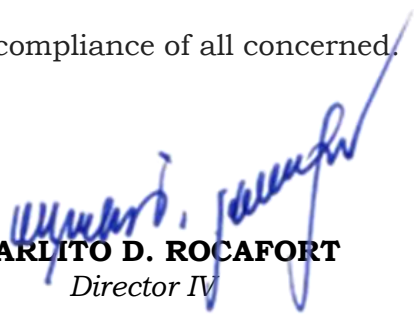
5. The AO V and AO IV – Personnel of the region and division offices shall review all applications to ascertain the conformity to the requirements. The AO IV – Personnel shall maintain the list of approved applications including their status through <https://drive.google.com/drive/folders/1Ara1zWzcnqS1pwmZzsub3uWrvLhgv8E?usp=sharing>.





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6. Enclosed are the permit to study request form and link for the summary of personnel who opted to study <https://drive.google.com/drive/folders/1Ara1zWz-cnqS1pwmZzxub3uWrvLhgv8E?usp=sharing>, for reference.
7. For the information, wide dissemination, and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: DO 65, s. 1985, DO 78, s. 2011 and RM AD No. 57, s. 2020

Allotment: None

To be indicated in the Perpetual Index under the following subjects:

BACCALAUREATE GRADUATE STUDIES PERMIT

EBA/AD-P/RM/SUPPLEMENTARY GUIDELINES ON THE APPLICATION OF PERMIT TO STUDY/031/October 10, 2022



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Enclosure to Region Memorandum AD No. 44, s. 2022

PERMIT TO STUDY

Date: _____

THE SCHOOLS DIVISION SUPERINTENDENT

Sir/Ma'am:

I have the honor to request PERMISSION TO STUDY in a private/public schools, the subjects indicated below on Saturday during the ___ semester of the school year _____ or during _____ at the _____.

SUBJECT	DESCRIPTION	UNIT	TIME/DAYS	HOURS DAILY

I have earned _____ units so far towards graduation from _____.

 (Signature over Printed Name of Applicant)

1st Indorsement

 (School/ Functional Division)

Respectfully forwarded to the Schools Division Superintendent, _____, recommending approval of the request of _____.

 School Head/Division Chief





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2nd Indorsement

(Date)

Respectfully returned to the _____, the approved request of _____ that functional division/school, in the basic communication subject to the provision of Circular No. 17, s. 1960.

Schools Division Superintendent



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