



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent



February 18, 2025

DIVISION MEMORANDUM

No. 028 s. 2025

GUIDELINES ON THE APPLICATION FOR PERMISSION TO STUDY

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education fully supports the continuing professional development of its teaching, teaching-related, and non-teaching personnel based on the principle of lifelong learning.
2. Relative to this, all teaching, teaching-related, and non-teaching personnel are encouraged to pursue further professional learning and development through post-graduate studies. Subsequently, this Office informs and disseminates the guidelines for all personnel who are applying for permission to study to any graduate or post-graduate degrees.
3. In view of the process of the application for permission to study, DepEd Order No. 65, s. 1985 as an amendment to BPS Circular No. 17, s. 1960 titled "*Regulations on Outside Study of Teachers*," paragraph 1 (a) was revised as follows:
"On the certification of his immediate supervisor or superior that he is doing satisfactory work with an efficiency rating of satisfactory or higher, the teacher desiring to engage in outside study may be given permission (when this is sought) to go so, until he/she completes the curriculum towards degree. He/she does not need to file a request for permission every semester."
4. The following documentary requirements for the said application shall be submitted to the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) through the Office of the Schools Division Superintendent – Records Unit (OSDS-Records) at least two (2) months before enrollment in the institution he/she will study:
 - a. Five (5) accomplished application for permission to study forms;
 - b. One (1) copy of pre-enrollment form or certification, signed by the Dean with attested number of units, from the institution where the personnel intend to enroll;
 - c. One (1) copy of approved Individual Performance Commitment and Review Form (IPCRF) for the previous performance rating period; and



- d. One (1) certified true copy of official grades obtained during the last semester attended (For Old Students).
5. The application for permission to study may be personally secured from the SGOD-HRDS or downloaded from the SDO Marinduque Learning and Development Portal through bit.ly/HRDSPermitsMdq. The application form shall be printed back-to-back on a legal-size bond paper (8.5'x13') and accomplished using a black ink pen. Application forms accomplished digitally shall not be processed.
6. A personnel applying for permission to study shall have a work performance with a descriptive rating of "Satisfactory" (3.500-4.499) or higher for the previous performance rating period.
7. A maximum load of nine (9) units per semester should be strictly observed. However, teachers who are on authorized study leave may be permitted to carry the maximum load which the school permits. Those who are candidates for graduation may be allowed to carry from one (1) to three (3) units more than the nine (9) units authorized provided that these units are the last units they need to enable them to graduate. A certificate to this effect from the head of the school/office should accompany the request for permission to take more than nine (9) units. No exception will be given where the personnel do not fall under the above-stated condition.
8. In the case of personnel assigned to, or working in, an office or entity, whether public or private, during the summer term, not more than nine (9) units are allowed. For graduate work, likewise not more than nine (9) units are allowed. Violations of this regulation on study load shall be sufficient cause for revocation of the permission to study or for administrative disciplinary action.
9. After each semester, every personnel granted permission to study should submit to the Superintendent's Office, through channels, a certified true copy of the report on the ratings obtained in the course/s he/she took during the semester including the number of units earned.
10. In addition, as soon as he/she finished a specific curriculum towards a degree he/she should submit a complete set of his/her transcript of grades to the Office of the Superintendent, for validation and verification.
11. The college, school or university in which the personnel contemplates enrolling should be accessible to his/her official station so that he/she will not be unduly compelled to hurry there from in order to arrive at class on time. The personnel should attend to his/her outside study not earlier than thirty (30) minutes after the afternoon session in the public school.
13. The school head or supervisor shall be held responsible for any undue delay in forwarding the application to the Superintendent, if the application to the Superintendent has been filed on time.
14. A copy of the approved application for permission to study shall be stored in the SGOD-HRDS database while another shall be stored in the OSDS-Personnel Unit for the personnel's 201 Files.
15. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

16. Immediate dissemination of the contents of this Memorandum is desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: None
References: BPS No. 17, s. 1960
MECS Order No. 65, s. 1985

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

EMPLOYEES FORMS PERMIT TEACHERS

/SGOD-HRDS-KDA



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