



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

### APPLICATION FOR PERMISSION TO STUDY

Name of Applicant: \_\_\_\_\_ Position: \_\_\_\_\_

Name of School assignment: \_\_\_\_\_ Specialization in teaching: \_\_\_\_\_

Performance ratings for the last 3 years: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

Length of service: \_\_\_\_\_

I have the honor of requesting permission to study at \_\_\_\_\_  
\_\_\_\_\_ for the \_\_\_\_\_ semester/summer of the  
School Year \_\_\_\_\_. I plan to pursue a \_\_\_\_\_  
degree with specialization/ major in \_\_\_\_\_.

Subject/s	Number of Units	Schedule of Class/es
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby acknowledge that the duly approved 'Permit to Study' may be subject to recall if it negatively affects my work performance in the conduct of my regular functions and responsibilities.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of Requesting Party

Recommending Approval:

\_\_\_\_\_  
Signature over Printed Name of the Immediate Supervisor

Approved:

\_\_\_\_\_  
Signature over Printed Name of the Schools Division Superintendent



Address: Brgy. Potol, Tayabas City

Telephone No.: (042) 785-9615

Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

Website: <https://www.sdotayabascity.ph>