



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 January 2025

DIVISION MEMORANDUM  
No. **003** s. 2025

**REITERATION OF THE GUIDELINES FOR REQUESTING PERMISSION TO  
TEACH OR STUDY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to **MECS Order No. 65, s. 1985**, or the **Regulations on Outside Study of Teachers**, this office reiterates the guidelines for **teaching and non-teaching personnel** who intend to teach in private schools, SUCs, and LUCs, or those who wish to enroll in graduate or postgraduate courses, to ensure that the performance of regular duties is not hampered.
2. In this regard, **all teaching and non-teaching personnel** shall submit **two (2) copies of Permit to Teach (Annex A)** when applying for permission to teach. For those who will enroll in any graduate or postgraduate studies, **two (2) copies of Permit to Study (Annex B)** shall also be submitted.
3. Attached are the templates of the said permit, which can also be downloaded from the website or via this link: <https://www.sdotayabascity.ph/forms/sdo-downloads/>.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-in-Charge

Encl: As stated  
Reference: MECS Order No. 65, s. 1985  
To be indicated in the Perpetual Index  
under the following subjects:

**PERMIT TO TEACH AND STUDY**

OSDS Personnel Unit – reiteration of the guidelines for requesting permission to teach or study  
PERRCQE5-001128 /January 2, 2025

**Annex A**

**APPLICATION FOR PERMISSION TO TEACH**

**OUTSIDE OF OFFICIAL TIME**

Name of Applicant: \_\_\_\_\_ Position: \_\_\_\_\_  
Highest Educational Attainment: \_\_\_\_\_ Specialization in Education: \_\_\_\_\_  
Name of School assignment: \_\_\_\_\_ Specialization in teaching: \_\_\_\_\_  
Performance ratings for the last 3 years: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_  
Length of service: \_\_\_\_\_ Signature: \_\_\_\_\_

**College/University the Applicant Intends to Teach:**

Name of College/University: \_\_\_\_\_  
Address: \_\_\_\_\_  
Term (put a check): ☐ 1<sup>st</sup> sem.; ☐ 2<sup>nd</sup> sem.; ☐ summer School Year: \_\_\_\_\_

**Subject/s to be taught**

Subject/s	Time	Day	Number of Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certified Correct: \_\_\_\_\_

**Authorized Official of the school/institution**  
(Signature over printed name)

**Regular Teaching Load at the Public School**

Subject/s	Time	Day
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recommending Approval: \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
**Immediate Supervisor**  
(Signature over printed name)

\_\_\_\_\_  
**Schools Division Superintendent**  
Date: \_\_\_\_\_



**Annex B**

**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