Department of Education
Region VI-Western Visayas
**DIVISION OF AKLAN**
Arch. G.M. Reyes Street, Kalibo, Aklan

July 6, 2018

**DIVISION MEMORANDUM**
**No.** 193 **s. 2018**

**REQUIRING A REQUEST PERMISSION ON OUTSIDE STUDY OR TO ENGAGE IN ANY PART TIME TEACHING JOB INVOLVING TEACHING AND NON-TEACHING PERSONNEL OF THE DIVISION OF AKLAN**

TO: **Chief Education Supervisors**
**Public Schools District Supervisors/**
**Principals/Head Teacher, In-Charge of the District**
**School Heads and other Personnel Concerned**

1. To ensure security, safety and high value on the efforts of all personnel, this Office **REQUIRES** a **REQUEST PERMISSION on outside study** per MECS Order No. 65, s. 1985 (Regulations on Outside Study of Teacher) or a **REQUEST PERMISSION TO ENGAGE IN ANY PART TIME TEACHING JOB** involving all teaching and non-teaching personnel who intend to enroll in Graduate Studies during weekends or to enroll for specialized units in a preferred local college/university or to accept part time teaching job in any local private school.

2. Prescribed format of Study permit is enclosed hereto as reference.

3. On regular days and time schedule, personnel may leave the Office **not earlier than five o'clock in the afternoon,** except those personnel who have approved Flexible Time per DepEd Order No. 31, s. 2014.

4. Immediate dissemination of and **STRICT COMPLIANCE** with this Memorandum is desired.

**Dr. SALVADOR O. OCHAVO, Jr., CESO VI**
Schools Division Superintendent

Enclosure: as stated

Reference: MECS Order No. 65, s. 1985, Circular No. 17, s. 1960
Allotment: 3 (DO No. 50 s. 1997)
To be included in the Perpetual Index
Under the following subjects:

TEACHERS NON-TEACHING PERSONNEL PROFESSIONAL DEVELOPMENT

(Enclosure No. 1 to Division Memorandum No. 193, s. 2018)

Republic of the Philippines
Department of Education
Region VI-Western Visayas
**DIVISION OF AKLAN**
District of _____

_____
(Present School Station)

_____
Date

The Schools Division Superintendent
Division of Aklan
Kalibo, Aklan

Sir:

I have the honor to request permission to study at _____ beginning __ semester/summer of School Year _____. I plan to pursue a _____ Degree with specialization/major in _____.

It is understood that the provisions stipulated in MECS Order No. 65, s. 1985 (Regulations on Outside Study of Teachers) are strictly complied with as follows:

> *"On the certification of his/her immediate superior or supervisor that he/she is doing satisfactory work with an efficiency rating of Satisfactory or higher, the teacher desiring to engage in outside study may be given permission to do so, until he/she completes the curriculum towards a degree. He/She DOES NOT need to FILE A REQUEST FOR PERMISSION every semester."*

| Subject/s to enroll | No. of Unit | Schedule of Class/es |
|---|---|---|
| | | |
| | | |
| | | |
| Total | | |

Latest Performance Rating _____

Likewise, I hereby acknowledge the fact that duly approved 'Permit to Study' shall be subject to RECALL if and when it negatively affects my work performance in the conduct of my regular functions and responsibilities.

Very truly yours,

_____
Printed Name over Signature of Requesting Party

Approval Recommended:

_____
Immediate Head

Approved:

_____
Schools Division Superintendent

Note: This Form is to be accomplished in four (4) copies: Requesting Party, Principal, PSDS & Division Records Unit.