

1. Application for the permission to study in three (3) copies must reach the Office of the Superintendent at least two (2) months before the start of the actual classes. THE TEACHER MUST FILE THE REQUEST BEFORE ENROLLING FOR THE FIRST TIME IN ANY SCHOOL/COLLEGE /UNIVERSITY.
2. The teacher-applicant must be doing satisfactory work with an efficiency rating of SATISFACTORY or above.
3. The permission is given until the applicant completes the curriculum towards a degree. He does not need to file a request for permission every semester unless there is a change in school/college/university where the teacher is enrolled at.
4. A certification from the Head of the School/College/University where the teacher is enrolled and the subjects to be pursued should be attached with this request.
5. The subjects that the teachers are about to finish and those they have started including those they have already completed and still to be taken should all be certified by the registrar of the school concerned.
6. After each semester every teacher granted permission to study should submit to the Principal's Office a Certified True Copy of the report of the rating he/she obtained in the course which he/she took during the semester including the number of units earned. 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 records and special order to the principal, through his/her immediate superior for validation and verification.
7. The maximum load of nine (9) units per semester or summer should be strictly observed. Teachers 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 other three (3) are the last units these teachers needed to enable them to graduate. No exceptional case will be given where teacher's do not fall under the above state conditions. Violations of this regulation on the study load shall be sufficient ground for revocation of the permission to study or for administrative action.
8. The School/College/University in which the teacher contemplates enrolling should be accessible to his/her official station so that he will not be unduly compelled to hurry there in order to arrive at his/her class on time. The teacher should attend to his/her outside study not earlier than (30) minutes after the afternoon session in public school.
9. The immediate superior shall be held strictly responsible for any undue delay in the forwarding the application to the Office of the Principal.

NAME AND LOCATION OF THE SCHOOL/COLLEGE/UNIVERSITY WHERE THE APPLICANT WISHES TO ENROLL

CERTIFICATION

To Whom It May Concern:

THIS IS TO CERTIFY THAT _____ as a public teacher is seeking admission in this School/College/University _____ with the following subjects offered this _____ (Semester/Summer)

	SUBJECTS	DAY OF THE WEEK	HOURS OF THE DAY
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

REGISTRAR