

Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Valenzuela City

**APPLICATION PERMISSION TO TEACH
OUTSIDE OFFICIAL TIME**

Name of Applicant: _____ Position: _____
 Civil Service Eligibility: _____ Status: _____
 Name of School Employed: _____
 Address: _____ Civil Status: _____
 Distance in kms. Between official station to College/University: _____

(NAME AND LOCATION OF THE COLLEGE/UNIVERSITY WHERE THE APPLICANT WISHES TO TEACH)

Semester/Summer: _____ College/University _____
 Applied For: _____ Where to Teach: _____
 School Year: _____ Regular/Saturday/Summer: _____
 Number of units Authorized to Teach: _____

SUBJECT/S BEING TAUGHT AT PUBLIC SCHOOL (For Teacher)

SUBJECT	TIME	DAY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUBJECT/S TO BE TAUGHT AT COLLEGE/UNIVERSITY (Outside Teaching)

SUBJECT	TIME	DAY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I HEREBY CERTIFY that I have carefully read Division Memorandum No. 0163, s. 2004 and all the provision which I am bound to observe strictly. I understand that if is the opinion of the Principal that the permit to teach outside of official time adversely affects my efficiency as a teacher, this permission shall be revoked.

Date Submitted: _____ Signature of Applicant: _____

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APPROVAL RECOMMENDED:

The undersigned shall require strict compliance with all existing rules and regulations regarding permission to teach outside of official time by the applicant.

Principal/Head of School

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APPROVED:

WILFREDO E. CABRAL, CESO V
Schools Division Superintendent