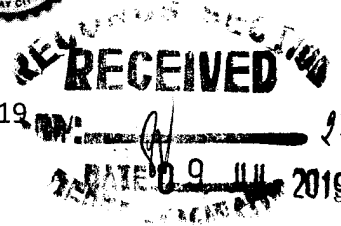




**DepED**  
DEPARTMENT OF EDUCATION  
Region VI- Western Visayas  
**DIVISION OF SAGAY CITY**  
Quezon Street., Poblacion I, Sagay City



July 9, 2019

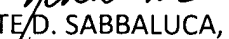


DIVISION MEMORANDUM  
NO. 228 S. 2019

TO: CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary and  
Secondary Schools  
Division Accountants  
Administrative Officer V – Admin

REQUIREMENTS IN PURSUING GRADUATE AND POST GRADUATE STUDIES

1. Rule IV, Section 4.2.2 of the Rules and Regulations of Republic Act 9155 (Governance of Basic Education Act of 2001) states that Schools Division Superintendent shall have authority and responsibility of planning and managing the effective and efficient performance of all personnel, physical and fiscal resources of the division, including professional staff development.
2. In relation to this, all teaching and non-teaching personnel who wish to pursue graduate and post graduate studies shall submit the permit to study form (Enclosure No. 1) to Mr. Noe B. Abdon, Administrative Officer IV – Personnel duly accomplished and signed by the following:
  - a. School Registrar as to list of subjects taken and still to be taken;
  - b. School Head as to performance rating;
  - c. Recommending approval by the Public Schools District Supervisor; and
  - d. Approved by the Schools Division Superintendent
3. The submission of the approved permit to study shall be processed and submitted one month prior to the official start of classes of the school where the personnel intends to enroll and is subject to recall if and when it adversely affects the performance of their functions and responsibilities.
4. For the information and guidance of all concerned.

  
MARSETTE D. SABBALUCA, CESO VI  
Schools Division Superintendent

Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
DIVISION OF SAGAY CITY

\_\_\_\_\_  
Date

The Regional Director  
Region VI – Western Visayas  
Thru Channels

M a d a m :

In compliance with Circular No. 17, s. 1960, which I have fully read and understood, I have the honor to request permission to study at \_\_\_\_\_ effective \_\_\_\_\_ semester of SY \_\_\_\_\_. The course I am taking and the subjects I have already completed and those still to be taken in this course are as follows:

COURSE: \_\_\_\_\_

Subjects taken

Subjects to be taken

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Name of Student

This is to certify that the course and the subjects already completed and still to be taken as enumerated above are true and correct and are offered in this college.

\_\_\_\_\_  
Registrar

Performance Rating: \_\_\_\_\_

This request for permission to study is hereby approved on condition that paragraph 1(b), (d), (f) and (g) of Circular 17, s. 1960 is complied with.

\_\_\_\_\_  
Principal/Teacher-in-Charge

Recommending Approval:

\_\_\_\_\_  
District Supervisor

\_\_\_\_\_  
Schools Division Superintendent

APPROVED:

\_\_\_\_\_  
Regional Director