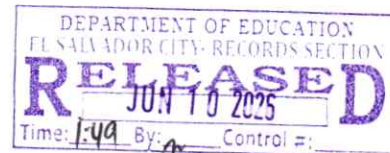




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



09 Jun 2026

DIVISION MEMORANDUM

No. 179, s. 2026

REITERATION OF GUIDELINES ON THE SECURING OF PERMIT TO TEACH AND PERMIT TO STUDY BY DEPED PERSONNEL IN SDO EL SALVADOR CITY

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 Public Elementary and Secondary School Heads
 Unit Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. This Office reiterates the provisions of Division Memorandum No. 185, s. 2019, entitled "Template for Study Permit Application," and Division Memorandum No. 196, s. 2019, entitled "Securing Permit to Teach" concerning the requirement for Department of Education personnel to secure the appropriate Permit to Teach and Permit to Study prior to engaging in activities covered by existing Civil Service Commission (CSC) and Department of Education (DepEd) policies.
2. Pursuant to Rule XIII, Section 18 of CSC Memorandum Circular No. 15, s. 1999, government officials and employees shall not engage directly or indirectly in any private business, vocation, profession, or employment unless authorized in writing by the head of agency, provided that such engagement will neither conflict nor interfere with the performance of official duties.
3. Likewise, DepEd Order No. 65, s. 1985, entitled "Amendment to B.P.S. Circular No. 17, s. 1960, Regulations on Outside Study of Teachers," requires personnel pursuing graduate, post-graduate, doctoral, or other academic studies to secure the necessary Permit to Study from the appropriate approving authority.
4. In this regard, all teaching and non-teaching personnel are reminded to secure the appropriate permit before engaging in any of the following:
 - a. Teaching in private schools, colleges, universities, review centers, learning centers, and similar educational institutions outside official working hours;
 - b. Private professional practice, consultancy services, or any form of outside employment requiring prior authority from the Head of Agency; and

[Handwritten signature]

[Handwritten mark]




Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.org

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- c. Enrollment in graduate, post-graduate, doctoral, or other academic programs covered by existing DepEd regulations on outside study.
5. All applications for Permit to Teach and Permit to Study shall be endorsed and initially signed by the employee's immediate superior (School Head or Unit Head, as applicable) certifying that the proposed activity or course of study will not adversely affect the employee's performance of official duties. Thereafter, the application shall be recommended for approval by the Assistant Schools Division Superintendent prior to the issuance/approval of the permit by the approving authority.
 6. Personnel who are currently engaged in the foregoing activities without the required permit are advised to coordinate with their respective School Heads or the SGOD-Human Resource and Development section for guidance on the proper application procedures and recordkeeping.
 7. The prescribed forms, templates, and documentary requirements for the application of Permit to Teach and Permit to Study are available for download through the official website of the Schools Division Office of El Salvador City at depedelsalvadorcity.org. Personnel are encouraged to utilize only the latest versions of the forms available on the Division website.
 8. School Heads and Unit Heads are directed to continuously remind and ensure that personnel under their supervision comply with the provisions of existing CSC and DepEd issuances regarding Permit to Teach and Permit to Study.
 9. Copy of this memorandum will be forwarded to all colleges, universities and etc within El Salvador, Cagayan de Oro and Misamis Oriental for their awareness of the policy.
 10. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
 11. For information and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

PERMIT TO STUDY PERMIT TO TEACH POLICY REITERATION



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Download Forms



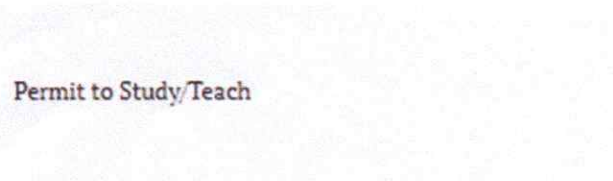
- HOME
- ABOUT
- ISSUANCES
- CAREER OPPORTUNITIES
- TRANSPARENCY
- ONLINE REQUEST
- RESOURCES
- CALENDAR OF EVENTS
- PRIVATE SCHOOLS

2019

- LRMS
- SGOD PORTAL
- ENROLLMENT
- DOWNLOADABLE FORMS**
- RELOCATION AND INFRASTRUCTURE
- CPO-PRC REQUIREMENTS



Download	Date of Release	Description
DM-2019-12-311	December 18, 2019	Implementation of Absolute Ban on Distribution, Sale, Offering, and Tobacco Products in All DepEd Premises and Activities



[PERMIT-TO-TEACH_new-template](#)

[Sample Letter for Permit to Study](#)



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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

PERMIT TO TEACH

A. Personal Data

Name of Teacher/ Employee:	
Position:	
School/ Station:	
Latest Performance Rating: <i>(Verified and signed by HRD)</i>	
School <i>(Where the Teacher/Employee plan to teach outside Department of Education)</i>	
Place <i>(Location of School/University Where the Teacher/Employee plan to teach outside Department of Education)</i>	
Level of Course/Subjects to be taught:	<input type="checkbox"/> Undergraduate Courses/Subjects <input type="checkbox"/> Master Courses/Subjects <input type="checkbox"/> Doctoral Courses/Subjects
School Year:	

B. Subjects to Teach

<input type="checkbox"/> 1st Semester	<input type="checkbox"/> 2nd Semester	<input type="checkbox"/> Trimester	<input type="checkbox"/> Summer
Subjects	Units	Day	Time

CERTIFICATION

I hereby certify that I have read Section 12, Rule XIII of CSC MC No. 15, s. 1999 that as a public employee and as provided by law, I shall not engage directly or indirectly in any private business of profession without a written permission from the head of agency and have read all the provisions of which I am bound to observe strictly. I understand that if my efficiency as a DepEd employee will be adversely affected, this permission will be revoked. I shall discharge the said private functions only after office hours, prioritize my official functions and shall faithfully heed to the other rules and regulations therein.

Applicant Signature Over Printed Name

Recommending Approval:

CONNIEBEL C. NISTAL
Assistant Schools Division Superintendent

- recommend due to vs/outstanding performance
- recommend for _____ units only

Important Note/s:

1. No. of Units should NOT exceed 9 Units.
2. To be accomplished in 4 copies:
 - ✓ Employee's copy
 - ✓ Immediate Superior's copy
 - ✓ ASDS' copy
 - ✓ College copy

APPROVED:

RANDOLPH B. TORTOLA
Schools Division Superintendent



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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

APPLICATION FOR PERMIT TO STUDY

June 09, 2026

RANDOLPH B. TORTOLA
 Schools Division Superintendent
 Department of Education – Division of El Salvador City
 Poblacion, El Salvador City

Thru: **CARMILLE V. GAHAY**
 Senior Education Program Specialist-HRTD

Sir:

I have the honor to enroll my (masters, **doctoral**) studies on my own expense with the following information and academic specifications:

Official Station: Cogon National High School
 Educational Qualification: Bachelor of Arts Major in English
 Master of Arts in Education Major in Teaching
 English Communication Arts
 Basic Salary: P 46,754.00

Graduate Studies to be undertaken:

Course	PhD in Language Studies
Institution	MSU-Iligan Institute of Technology
Academic Year	2026-2027

Indicative Schedule:

Day	Time	Subjects	No. of Units
Saturday	8:00-12:00	Methods of Research	3
Saturday	1:00-4:00	Introduction to the Study of Language	3
Saturday	4:00-7:00	Comparative Literature	3

I hereby certify that no funds from this institution will be incurred for these graduate studies and my classes will not compromise my duties and functions in my work station. Further, I am conforming to the guidelines and provision set forth under General Circular No. 17, s. 1960.

Very Respectfully Yours,

NAME OF EMPLOYEE
 Position of Employee

Recommending Approval:

CONNIEBEL C. NISTAL
 Assistant Schools Division Superintendent

Approved:

RANDOLPH B. TORTOLA
 Schools Division Superintendent

Performance Rating of Employee:
 SY/CY: _____
 Rating with Adjectival Rating:

 Verified by HRDD: _____



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



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DIVISION MEMORANDUM

No. 196, s. 2019

To: Curriculum Instruction Division (CID)
School Governance and Operations Division (SGOD)
All Public School Heads
Public School Teachers
Teaching and Non-Teaching Personnel
All Others Concerned

From: **JESNAR DEMS S. TORRES, PhD., CESE**
Assistant Schools Division Superintendent
Officer-In-Charge- Office of the Schools Division Superintendent

Subject: Securing Permission to Teach

Date: August 13, 2019

1. This is to clarify and reiterate the provisions relative to the practice of engaging in part time teaching.
2. Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999 provides to wit:

Section 18, "Unless otherwise provided by the law, no officer or employee shall engage directly or indirectly in any private business or profession without a written permission from the head of agency provided that his prohibition will be absolute in the case of those officers and employees whose duties and responsibilities require their entire time be at the disposal of the government, provide further that if an employee is granted permission to engage in outside activities, the time devoted outside of office hours should be fixed by the head of the agency so that it will not impair in any way the efficiency of the officer or employee nor pose a conflict of interest with official functions."

3. The office reiterates adherence of all personnel concerned to this memo.
4. Attached herewith is a template to be complied if applying for permission to engage in part time teaching.
5. Immediate and wide dissemination of this memorandum is enjoined.



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



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Enclosure 1

APPLICATION FOR PERMISSION TO TEACH OUTSIDE OF OFFICIAL TIME

Name of Applicant: _____ Position: _____
 Highest Educational Attainment: _____
 Official Station: _____
 Performance Ratings for the last 3 Years: _____; _____; _____
 Length of Service: _____ Signature _____

College/University the Applicant Intends to Teach:

School:

Address:

Term: _____ 1st Sem _____ 2nd Sem _____ Summer School Year: _____

Subjects to be taught

Subject	Time	Day	Number of Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 Director/Dean

I HEREBY CERTIFY that I have examined Mr/Ms. _____ and found him/her to be physically fit to carry out additional work beyond the official time of his/her regular function as shown in the above schedules of work.

DR. GLADYS GRACE CABELTES

Approved:

JESNAR DEMS S. TORRES, PhD., CESE
 OIC- Schools Division Superintendent



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DIVISION MEMORANDUM

No. 125, s. 2019

To: All Public Elementary School Heads
All Public Secondary School Heads
All Teachers
All Others Concerned

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Asst. Schools Division Superintendent
Office of the Schools Division Superintendent

Subject: Template for Study Permit Application

Date: August 8, 2019

1. The Department of Education recognizes the importance of continuing professional advancement and development of teachers based on the principle of lifelong learning. Thus, teachers are allowed to take graduate studies following the guidelines and provision under General Circular No. 17, s. 1960.
2. This Office directs the field to follow the enclosed template for study permit application.
3. Immediate dissemination of this memorandum is enjoined.

ELSA *To the future... El Salvador!* Excellence @ Leadership • Services • Academics

Tayo
PARA SA
EDUKASYON



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



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Enclosure 1

APPLICATION FOR PERMIT TO STUDY

August 7, 2019

JESNAR DEMS S. TORRES, Ph.D, CESE
 OIC-Schools Division Superintendent
 El Salvador City

Thru: KAREN ROSE A. SERRANIA
 Senior Education Program Specialist-HRTD

Sir:

I have the honor to enroll my (masters, doctoral) studies on my own expense with the following information and academic specifications:

Official Station: Cogon National High School
 Educational Qualification: Bachelor of Arts Major in English
 Master of Arts in Education Major in Teaching English
 Communication Arts
 Basic Salary: P 20,754.00

Graduate Studies to be undertaken:

Course	PhD in Language Studies
Institution	MSU-Iligan Institute of Technology
Academic Year	2019-2020

Indicative Schedule:

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Saturday	1:00-4:00	Introduction to the Study of Language	3
Saturday	4:00-7:00	Comparative Literature	3

I hereby certify that no funds from this institution will be incurred for this graduate studies and my classes will not compromise my duties and functions in my work station. Further, I am conforming to the guidelines and provision set forth under General Circular No. 17,s. 1960.

Very Respectfully Yours,

Recommending Approval:

JURICA ETHEL L. ESTRADA
 Project Development Officer I

MARIVIC S. TORRES
 Principal I

Approved:

JESNAR DEMS S. TORRES, Ph.D, CESE
 OIC-Schools Division Superintendent

