



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



Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 185, 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.

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Tayo
PARA SA
EDUKASYON



Republic of the Philippines
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 Zone 3, Poblacion, 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:

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 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

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