**REQUEST FOR PERMIT TO TEACH**

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

 Date

**RANDOLPH B. TORTOLA**

School Division Superintendent

Division of El Salvador

Zone-3, Poblacion, El Salvador City

Sir:

 I have the honor to request permission to teach at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ semester/s of School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am (Mr./Ms.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Name position present school assignment

Hereunder are my Graduate School teaching loads.

|  |  |  |
| --- | --- | --- |
| Subject/s to teach | No. of Unit/s | Day of Time of Class/es |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

Latest Performance Ratings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 I am cognizant to the fact that duly approved ‘Permit to Teach’ shall be subject to RECALL if and when it negatively affects my work performance in the conduct of my regular duties and responsibilities.

 Very truly yours,

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

 Printed Name/Signature

Recommending Approval:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

School Head

 APPROVED:

 **RANDOLPH B. TORTOLA**

 Schools Division Superintendent

Important Note/s:

1. No. of Units should NOT exceed 9 Units.
2. To be accomplished in 3 copies:
* *Teacher’s copy*
* *Principal’s copy*
* *College copy*