

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

**Office of the
Schools Division Superintendent**


14 November 2024

DIVISION MEMORANDUM
No. 464, s. 2024

**ENCOURAGING ALL TEACHING AND NON-TEACHING PERSONNEL
TO PURSUE GRADUATE STUDIES AND OTHER RELEVANT
PROFESSIONAL DEVELOPMENT PROGRAMS**

To: **All Elementary School Heads**
All Secondary School Heads
All Section Heads
All Others Concerned
This Division

1. DepEd Order No. 11, s.2019 *Re: Implementation of the NEAP Transformation*, underscores the imperatives of professional development initiatives among employees to enhance knowledge and skills. With this, the Office encourages all teaching and non-teaching employees to take advantage of career growth opportunities including graduate studies' completion and other career progression programs.
2. Employees may enroll in reputable higher education institutions and submit to the Office through the SGOD-Human Resource Development Section a *Permit to Study* for tracking and profiling of employees' professional development engagement.
3. The Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. For guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

OSDS/ccn Professional Development
Graduate Studies



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