



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

August 17, 2020

DIVISION MEMORANDUM

No. 179, s. 2020

**GUIDELINES FOR DEPED PERSONNEL IN APPLYING PERMIT TO STUDY AND
TO CONDUCT RESEARCH STUDY FOR THESIS/DISSERTATION PAPER**

To: Division Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Public Elementary, Secondary and Integrated School Heads
All Teaching and Non-Teaching Personnel
Others Concerned

1. The Department of Education (DepEd) fully supports the continuing professional development of its teaching and non-teaching personnel based on the principle of lifelong learning.
2. DepEd is committed to support teachers, and non- teaching personnel taking cognizance of unequivocal evidence that good teachers are vital to raise student competence and achievement. Quality learning is contingent upon quality teaching and quality service.
3. With these, DepEd teaching and non-teaching personnel are encouraged to pursue further professional learning and development through post-graduate studies. Subsequently, this office informs and disseminate the guidelines for all DepEd personnel who are applying for permit to study to any graduate or post-graduate degrees and to conduct research study
4. In view of the process of the application for permit to study, DepEd Order No. 65, s.1985 as an amendment to BPS Circular No. 17, s. 1960 "Regulations on Outside Study of Teachers," paragraph 1 (a) was revised as follows:

"a. On the certification of his immediate supervisor or superior that he is doing satisfactory work with an efficiency rating of satisfactory or higher, the teacher desiring to engage in outside study may be given permission (when this is sought) to do so, until he/she completes the curriculum towards degree. He/she does not need to file a request for permission every semester."
5. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, EdD, CESO V
Schools Division Superintendent

Reference: DepEd Order No.65, s. 1985
BPS Circular No. 17, s. 1960
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH
RFP/ni

GRADUATE STUDIES

PROFESSIONAL DEVELOPMENT



Address: Poblacion, Numancia 5604 Aklan
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Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

Enclosure No. 1, DM 179, s. 2020

**POLICY GUIDELINES FOR DEPED PERSONNEL IN APPLYING PERMIT TO
STUDY AND TO CONDUCT RESEARCH STUDY FOR THESIS/DISSERTATION
PAPER**

1. APPROVAL OF PERMIT TO STUDY

- Letter-request addressed to the Schools Division Superintendent (SDS) duly recommended for approval by the School Head for teachers and Head of section in case of non-teaching personnel.
- Permit to study must be applied in advance not later than two (2) months before the start of the actual classes.
- Permit to study for teachers, teaching related and non-teaching personnel who are pursuing other courses/degrees not mentioned above such online/distance learning, JD or LLB degree, open university and other educational delivery modes provided by higher education institutions here and abroad shall be evaluated on a case-to-case bases or based on the special circumstance/s governing each degree or course.

**2. APPROVAL OF PERMIT TO CONDUCT RESEARCH STUDY FOR
THESIS/DISSERTATION PAPER**

- Letter-request addressed to the Schools Division Superintendent (SDS) duly recommended for approval by the School Head for teachers and Head of section in case of non-teaching personnel, must be submitted through the Planning and Research Section.
- Letter-request must have specific date/s for the distribution of survey questionnaire/tool/interview/FGD.
- Attached to the letter-request is the copy of research questions, conceptual framework and sample/crafted survey questionnaire/tool/interview guide questions.
- PSDS and School Heads must see to it that DepEd Order No. 9, s. 2005 re: Instituting Measures to Increase Engaged Time-On-Task or “No Disruption-of-Classrooms Policy” shall be adhered to, therefore, the activity must be conducted outside class hours.
- A copy of the executive summary/abstract of the overall results of the research study shall be furnished to this Office through the Planning and Research Section.



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Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

November 15, 1985

MECS O R D E R
No. 65, s. 1985

AMENDMENT TO B.P.S. CIRCULAR NO. 17, S. 1960
"REGULATIONS ON OUTSIDE STUDY OF TEACHERS"

To: Bureau Directors
Regional Directors
Schools Superintendents
Chief of Service and Heads of Units/Centers
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

Circular No. 17, s. 1960, "Regulations on Outside Study of Teachers" of the Bureau of Public Schools, as amended by Circulars Nos. 3, s. 1972; and 7, s. 1973; and MECS Order No. 56, s. 1984 is further amended with Paragraph 1 (a) revised to read as follows:

- a. On the certification of his immediate supervisor or superior that he is doing satisfactory work with an efficiency rating of satisfactory or higher, the teacher desiring to engage in outside study may be given permission (when this is sought) to do so, until he completes the curriculum towards a degree. He does not need to file a request for permission every semester.

(SGD.) JAIME C. LAYA
Minister

References:

BPS Circulars: (Nos. 17, s. 1960, 3, s. 1972
and 7, s. 1973)
MECS Order: (No. 56, s. 1984)

Allotment: 1-2-3-4--(D.O. 1-76)

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

AMENDMENT
RULES & REGULATIONS
TEACHERS