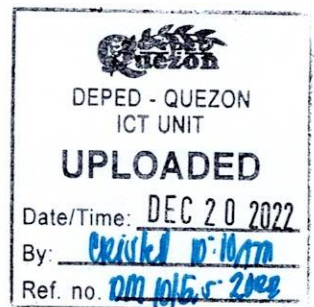




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE




14 December 2022

**DIVISION MEMORANDUM**  
DM No. 1015, s. 2022

**ADOPTION AND REVISION OF PROCESS ON THE APPLICATION FOR PERMIT TO TEACH**

TO: Assistant Schools Division Superintendent  
Division Chiefs  
Section Heads  
Elementary/Secondary School Heads  
All Others Concerned

1. In connection with the dissemination of information and for the purpose of adherence to by every employee, this office addresses to all concerned districts/schools and personnel that the adaptation of process on Application for Permit To Teach has been transferred from Personnel Section to the Administrative Section effective December 14, 2022.
2. Hereto attached is the revised form for the Application for Permit To Teach and the link ([tinyurl.com/isotemplate](https://tinyurl.com/isotemplate)) to download the said form for your ready reference
3. In addition, you are hereby advised to provide and attach respective class schedule/program of your original assigned station.
4. For your guidance and information.

  
**ELIAS A. ALICAYA, Jr. EdD.**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003

*"Creating Possibilities, Inspiring Innovations"*



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
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Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

**APPLICATION FOR PERMIT TO TEACH**

\_\_\_\_\_ Date

School Division Superintendent  
 Schools Division of Quezon Province  
 Talipan, Pagbilao Quezon

Dear Sir/Madam;

In compliance with Republic Act 6713, Republic Act 3019, CSC MC No. 5, s. 1966 and other CSC Circulars, I have the honor to request permission to teach after office hours. In this connection, I am submitting the following data or information for your reference.

Name of DepEd Quezon Employee: \_\_\_\_\_

Applicant's Assignment in DepEd Quezon:

Name of School : \_\_\_\_\_  
 Name of District : \_\_\_\_\_  
 Office at the SDO : \_\_\_\_\_  
 Assignment : \_\_\_\_\_

School where the applicant plans to teach:

Name of School : \_\_\_\_\_  
 Complete Address : \_\_\_\_\_

Last Performance Rating as DepEd Quezon Employee: \_\_\_\_\_

**LIST OF SUBJECTS TO TEACH AS PART -TIME TEACHER**

1<sup>st</sup> Semester     2<sup>nd</sup> Semester     Trimester     Summer    SY 20\_\_ - 20\_\_

SUBJECT/S	UNITS	DAY	TIME

Certified Correct:

\_\_\_\_\_  
 Signature of DepEd Quezon Employee

\_\_\_\_\_  
 University Dean

**RECOMMENDING APPROVAL:**

The undersigned shall require the above-named to comply strictly with all existing rules and regulations regarding permission to study.

\_\_\_\_\_  
 Immediate Head

Approved:

Schools Division Superintendent

DEPEDQUEZON-SDO-ADM-04-022-000



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