



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



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: JUN 09 2023
By: cricket 1:12 PM
Ref no: DM 399 s. 2023

8 June 2023

DIVISION MEMORANDUM

DM No. 399, s. 2023

REVISION OF PROCESS ON THE APPLICATION FOR PERMIT TO TEACH

TO: Assistant Schools Division Superintendents
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 internal form being utilized for the process on Application for Permit To Teach has been revised for efficient use starting May 19, 2023.
2. Hereto attached is the revised form for the Application for Permit To Teach and the link (tinyurl.com/isotemplate) to download the said form for your ready reference
3. For your guidance and information.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

admep06/08/2023

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



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Republic of the Philippines
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 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 School 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

1st Semester 2ND 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 teach.

 Immediate Head

 Assistant Schools Division Superintendent

Approved:

 Schools Division Superintendent

DEPEDQUEZON-SDO-ADM-04-022-002



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