



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

March 03, 2020

DIVISION MEMORANDUM

No. 109, s. 2020

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

TO: Asst. Schools Division Superintendents,
Chiefs, CID and SGOD,
Education Program Supervisors,
Public Schools District Supervisors/OICs,
Elementary and Secondary School Heads,
SDO Section Heads and Personnel,
Teachers, All Others Concerned

1. This Office informs and disseminates guidelines for all DepEd personnel (teaching, teaching related & non-teaching positions) who are applying for permit to study to any graduate or post-graduate degrees and data gathering for their research paper. Attached, Enclosure No. 1 to this Memorandum, Guidelines for Permit to Study and Gather Data.

2. In view on the process of the application for permit to study, DepEd Order No. 65, s. 1985 Amendment to B PS. Circular No. 17, s. 1960 "Regulations on Outside Study of Teachers" Paragraph 1 (a) is 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 completes the curriculum towards a degree. He does not need to file a request for permission every semester."

However, it is directed that DepEd personnel should submit a request letter and application form for permit to study every school year until the applicant completes the curriculum towards a degree, for compliance to DepEd Order No. 65, s. 1985.

3. These policy guidelines shall take effect beginning this summer of 2020.

4. Immediate dissemination and strict compliance of this memorandum is directed.


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Enclosure No. 1, DM No. 109, s. 2020

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

1. APPROVAL OF PERMIT TO STUDY (THROUGH THE HRD SECTION)

- Letter-request addressed to the Schools Division Superintendent (SDS) duly endorsed by the Public Schools District Supervisor (PSDS) concerned or Head of section in case of non-teaching personnel from the Division Office. For teachers, it must be recommended for approval by the School Head (SH).
- Letter-request must be accompanied with a certification from the DEAN/Registrar that the applicant is enrolled in a particular semester/school year. Certification template, attached.
- Permit to study must be applied in advance not later than two (2) months before the start of the actual classes. PSDS/School Head must see to it that such schooling will not affect the performance of the personnel concerned.
- Letter-request to study must be applied/renewed every school year until the applicant completes the curriculum towards a degree;
- Endorsement from the PSDS must state and/or consider the following:
 - that the applicant to any graduate or post-graduate studies is doing satisfactory work in his/her job with an efficient rating of "Very Satisfactory" (VS) or higher;
 - that the applicant should only enroll during Saturdays and Sundays or starting after Office hour during weekdays (Mondays-Fridays);
 - that he/she must provide the applicant as guidance as to the enrollment to any graduate or post-graduate studies that it must be VERTICALLY ARTICULATED and ALIGNED to his/her baccalaureate degree or fields of specializations. For example, if the teacher obtained BSED-Mathematics in his/her undergraduate degree, he/she should pursue MS/MA-Math or doctoral degree in Mathematics. We need more expert teachers than school administrators;
 - that the applicant should strictly observe the maximum study load of nine (9) units per semester or summer.
 - that the applicant who is a candidate for graduation may be allowed to carry one (1) to three (3) study loads more than the nine (9) authorized study loads provided, that those units are the remaining units that the applicant needed to comply for graduation. No exemption will be given to the applicants who do not fall under the above stated condition. Violation of this regulation on the study load shall be sufficient ground for revocation of the approved permit to study for administrative action.

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- A "Very Satisfactory" performance rating must be maintained by the personnel during the time of the part-time study. If in the event, he/she will be rated Satisfactory or Unsatisfactory/Poor performance rating during the first year of the study, the PERMIT is automatically considered revoked.
- PSDS must submit a brief Report of Accomplishment and list of graduates for the school year to the SDO HRD Section based on the diploma submitted by the personnel.
- Permit to Study for teachers, teaching related and non-teaching personnel who are pursuing other courses/degrees not mentioned above such as online/distance learning, JD or an 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.
- PSDS/immediate supervisor shall be held responsible for any undue delay in forwarding the application to the Office of the Schools Division Superintendent, if the application has NOT been filed on time.

**2. APPROVAL OF PERMIT TO CONDUCT RESEARCH STUDY FOR THESIS/
DESSERTATION PAPER (THROUGH THE PLANNING & RESEARCH SECTION)**

- Letter-request addressed to the Schools Division Superintendent (SDS) duly endorsed by the Public Schools District Supervisor (PSDS) concerned or Head of section, in case of non-teaching personnel from the Division Office, must be submitted through the Planning and Research Section. AS
- Letter-request must have the specific date/s for the distribution of survey questionnaire/tool/interview.
- Attached to the letter-request is the approved permit by the SDS to study and the sample/crafted survey questionnaire/tool/interview questions.
- PSDS and SH must see to it that DepED Order No. 9, s. 2005 re: Instituting Measures to Increase Engaged Time-On-Task or "No Disruption-of-Classroom Policy" shall be adhered to, therefore, the activity must be conducted outside class hours;
- PSDS and SH must see to it that ethical issues in conducting research should be observed by the researcher: informed consent, that the activity support important social and moral values, such as the principle of doing no harm to others, respect for anonymity and confidentiality, and respect for privacy.
- A copy of the executive summary/abstract of the overall results of the study shall be furnished to this Office through the Planning and Research Section.
- The SDS shall issue Certificate of Recognition to personnel with completed research study from their graduate schooling upon submission of the hardbound and soft (PDF) copies to this Office through the Planning and Research Section.

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**3. ADOPTION OF RESEARCH THEMES AND QUESTIONS
(DEPED ORDER NO. 039, S. 2016)**

Based on a review of the Agency's policies and programs, survey of literature, and nationwide consultations with representatives of DepEd central and field offices, four research themes or basic education topics were identified. It is expected that the findings generated from each theme will fuel evidence-based actions that strategically support the attainment of the Department's vision and mission. The basic education topics or identified themes, to wit;

- Theme 1 - Teaching and Learning**
- Theme 2 - Child Protection**
- Theme 3 - Human Resource and Development**
- Theme 4 - Governance**

While the themes generally support DepEd's overall mandate, each theme has unique contributions to the Department's target outcomes and mission. For instance, Child Protection directly enhances the access outcome, while Teaching and Learning squarely impacts on the quality of education.

In the same manner, the identified themes dovetail with the Department's mission, particularly its four key stakeholders. **Teaching and Learning** responds to **students' and teachers' needs**, **Child Protection** focuses on the **students**, **Human Resource Development** addresses concerns of **teaching and non-teaching staff**, while **Governance** centers on **administration and stakeholder engagement**.

Therefore, this Office mandates to all DEPED personnel, specifically for teachers, pursuing post graduate studies to adopt the Department's Research Agenda in their study particularly, the **LEARNING AND TEACHING** theme in their thesis/dissertation. While school heads shall focus on **TEACHING AND LEARNING and CHILD PROTECTION** as their priority study and the Human Resource and Development, and Governance as the second priority.

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