**APPLICATION FOR PERMISSION TO STUDY**

Date

**KAREN L. GALANIDA, PhD, CESO V**

Schools Division Superintendent

Office of the Schools Division Superintendent

Dapa, Surigao Del Norte

Madam:

May I have the honor to request permission to study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ major in \_\_\_\_\_\_\_\_\_\_\_under my own expense.

Information about me is witted hereunder:

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| --- | --- | --- | --- |
| Name of Applicant: | |  | |
| Position: | | Performance Rating : | |
| Work Station | School |  | |
| Address |  | |
| School where applicant will take the study | School |  | |
| Address |  | |
| Course to be pursued: |  | Starting Semester: |  |
| List of Subject Completed (if any) | | | |
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| Subjects to be taken for SY \_\_\_\_\_ Modality:\_\_\_\_\_\_ | | Schedule of Classes (please indicate time and date) | |
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It is further informed that the undersigned has red and understood the details stipulated in the ***Gen. No. 17 s. 1960 and Cir. No. 7 s. 1975.***

 Respectfully yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant

Checked and Reviewed:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

School Principal

Noted:

SEPS-HRD

Recommending Approval

**ROEL T. DIAMANTE, PhD, CESE**

OIC- Assistant Schools Division Superintendent

Approved**:**

**KAREN L. GALANIDA, PhD, CESO V**

                                                                                   Schools Division Superintendent