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| **PERMIT TO STUDY FORM** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | Date |
|  |  |  |  |  |  |  |
| Vice President for Academic AffairsThis University |  |  |  |  |  |  |
| Madam: |  |  |  |  |  |  |
| Request that I be allowed to enroll for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ units this 1st / 2nd / 3rd Semester/Trimester of SY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ exclusive of my Official assignment in this University.School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Level of Accreditation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Subject**  | **Day**  | **Time** | **Lec (Units)** | **Lab (Units)** |
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| My official time is from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_. My current official assignment is as follows: |
| 1. Administrative (Describe nature of work / designation):
 |
|  |
| 1. Academic:
 |
| *Regular TSU Load* |  | *TSU Honorarium Class* |
| **Subject** | **Day** | **Time** | **Lec (Units)** | **Lab (Units)** |  | **Subject** | **Day** | **Time** | **Lec (Units)** | **Lab (Units)** |
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| I am submitting the following information about myself: |
| 1. Name
 |  |  | Civil Status |  |
| 1. Position
 |  |  | Actual Salary Per Annum |  |
| 1. Status of Appointment
 |  |  | Years in Service |  |
| 1. College / Service Unit
 |  |  |  |  |
| 1. Performance Rating for the Last Rating Period
 |  |
| 1. Educational Qualifications
 |  |
| *College / University* |  | *Degree Pursued / Finished & Year Completed* |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. Other Special Trainings
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|  |  |  |  |  |  |  |
| 1. I pledge that request to study at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to pursue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will not affect the performance of my regular duties and responsibilities at the Tarlac State University, and should there be a conflict between the former and the latter, I shall give up the former.
 |
|  |  |  |  | Very truly yours, |
|  |  |  |  |  |
| **RECOMMENDING APPROVAL:** |  |  |  |  *Faculty/Personnel* |
|  |  |  |  |  |
|  | *Dean/Director* |  |  *Sectoral Vice President* |  |
|  **APPROVED:** |
|  |  |  |  |  |
|  | *Vice President for Academic Affairs* |  |  |