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| **PERMIT TO STUDY FORM** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Vice President for Academic Affairs  This 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): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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* | | | | | | | | | | | | | | | | | | | | |
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| 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, | | | | | | | | | | | | | | |
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| **RECOMMENDING APPROVAL:** | | | | | |  | | | | | |  | | |  | | | | *Faculty/Personnel* | | | | | | | | | | | | | | | |
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|  | *Dean/Director* | | | | | | | | | | | | | | |  | | | *Sectoral Vice President* | | | | | | | | | | | | | |  |
| **APPROVED:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | *Vice President for Academic Affairs* | | | | | | | | | | | | | |  | | | | |  | | | | | |