



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES



APPLICATION FOR PERMIT TO TEACH PART-TIME

August 16, 2024

ALFREDO B. GUMARU Jr., EdD, CESO V
 Schools Division Superintendent
 Schools Division Superintendent
 Division of Batanes

Sir:

I, MONICA V. CASTILLO in compliance with Memorandum Circular No. 17, 1986, would like to kindly request permission to teach part-time at **BATANES STATE COLLEGE** effective August 19, 2024.

Please find hereunder other details of this application:

Subjects Taught:

() 1st Semester () 2nd Semester () Trimester () Summer SY 2024- 2025

| Course Number | Title of Subject | Days of the Week | Hours of the Week | Units |
|---------------------|---------------------------|------------------|---------------------|----------|
| GE 9 (ITD) | Contemporary World | TTH | 7:00-8:30 PM | 3 |
| Total Units Taught: | | | | 3 |

A. APPLICANT'S COMMITMENT

Should this application for permit to teach be approved, I hereby commit to always give utmost priority to all the activities, meetings and seminars of DepEd. I



Address: Basco, Batanes, 390
 Contact No.: 09996027630; 0
 Email Address: batanes@dep
 Facebook: [facebook/deped.b](https://www.facebook.com/deped.b)

understand that I cannot use this as an excuse to be absent or late from any activity, meeting or seminar that my School Head, District Head, Supervisor or any DepEd Official will require. Should there be any violation of this commitment, I am mindful that there are certain sanctions and consequences in accordance with the rules and regulations that may be imposed.

Name & Signature of Requesting Applicant : MONICA V. CASTILLO
Designation/ Position : T-I
Date Signed : 08-16-2024

B. RECOMMENDATION OF THE SCHOOL HEAD/ IMMEDIATE HEAD

- () Recommends approval
() Does not recommend approval

Due to:

- Low performance rating in the last school year
 Frequent lates and absences in the previous school year/s
 Observed health condition
 Assigned other administrative tasks in the school

Other Remarks: _____

ROLDAN C. RAMOS

Name & Signature of School Head/ Immediate Head

C. ACTION OF THE APPROVING AUTHORITY

As per recommendation of the School Head/Immediate Head and upon evaluation of your application by this office, this request for permission to teach is hereby () Approved / () Denied, in accordance with the provisions of Memorandum Circular No. 17 s. 1986 and under the following conditions:

Approved Schedule: _____ Approved No. of Units to Teach : _____

Other Remarks:

On the provision that the requesting party shall not be compromised for teaching performance in the school. Regular monitoring of her teaching outcomes shall be observed.

ALFREDO B. GUMARU Jr., EdD, CESO V
Schools Division Superintendent

Alfredo B. Gumaru Jr. 8/19



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OFFICE OF THE DIRECTOR FOR INSTRUCTION

MEMORANDUM TO TEACH

TO : MONICA V. CASTILLO
 Part-Time Instructor

DATE : 09 AUGUST 2024

FROM : *Ammy*
 ANGELITA H. VARGAS, EdD
 Associate Professor IV

IN accordance to the stipulations of the Faculty Manual | C.4. on part-time teaching, page 11 |, you are hereby directed to officially teach the following course/s inscribed here below this first semester of Academic Year 2024-2025. Please be advised that your academic workload has been deliberated upon by the workload committee; consequently, altering the courses as well as the corresponding schedule without appropriate knowledge and permission of the Director for Instruction shall not be valid.

| Course Code | Descriptive Title | Schedule | | Room |
|-------------|--------------------|-----------|-----|------|
| | | Time | Day | |
| GE 9 (ITD) | Contemporary World | 7:00-8:30 | TTH | 212 |

Conforming to this memorandum to teach by affixing your signature shall entail your concurrence to:

- submit necessary academic documents (i.e., syllabi, grade sheets, instructional materials, updated PDS, comprehensive curriculum vitae (including accomplishments in research and industry engagements), and photo copy of diploma] to the Director for Instruction on the specified time;
- undergo teaching evaluation by your respective academic supervisor, students, and peers;
- adhere to the responsibilities listed on the contract; and
- conduct academic consultation with the students.

Conforme:

MONICA V. CASTILLO
 Part-Time Instructor

Date: 08/14/24

Ctrl Number/File Name : 0809-24-02_Memorandum to Teach
 Encoder : Rodilyn Nobleza

VISION

An optimized higher education institution recognized for its excellence in transforming lives

MISSION

The Batanes State College endeavors to promote quality and accessible future-ready programs reflective of Ivatan cultural heritage for professional development, people empowerment, and global competitiveness.