

**PERMIT TO STUDY**

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

Date

**THE SCHOOLS DIVISION SUPERINTENDENT**

Schools Division Office of Batanes

Basco, Batanes

*(Through Channels)*

Sir:

May I have the honor to request permission to study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. for \_\_\_ Semester/ Summer, School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Below is/are the subject load/s:

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject/s** | **Units** | **Days** | **Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Thank you.

Very truly yours,

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

**====================================================================**

***1st Indorsement***

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

*Date*

Respectfully forwarded to the Schools Division Superintendent, Schools Division Office of Batanes recommending approval to the herein request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_ Semester/Summer, School Year \_\_\_\_\_\_\_\_\_\_.

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

School Head/ASDS

**====================================================================**

***2nd Indorsement***

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

*Date*

Respectfully returned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the herein approval to the request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_ Semester/Summer, School Year \_\_\_\_\_\_\_\_\_\_\_.

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

Schools Division Superintendent