

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A Philippines Telefax: 053-3352601

Office of the President

13 November 2003

MEMORANDUM CIRCULAR NO. 63
Series of 2003

T O: All Faculty and Staff

R E: Permit to Study

The Permit to Study in any field covered by the LSU Graduate School may be granted to interested LSU employees who intend to enhance their competence in their area(s) of responsibility or field(s) of specialization.

Academic faculty intending to enroll in any graduate course or pursue a post-graduate degree are required to present an approved Certification duly signed by the head of the institute/center/department indicating that the pursuit of such a program is in line with the Staff Development Program of the unit as recorded in the 5-Year Staff Development Program of the unit submitted to the Planning and Development Office, before the Permit to Study will be issued.

Academic faculty intending to pursue Graduate degrees outside the University but would like to enroll in courses which are pre-requisite courses for their intended degree programs are likewise required to apply for a Permit to Study, before they can enroll.

Contractual and casual employees such as, research assistants and research aides, may also apply if the course(s) they take or the degree program being pursued is in line with their assignment or project as attested by their project leader.

Likewise, administrative or support staff shall seek approval from their direct supervisor for availment of staff development privileges provided this shall not jeopardize their responsibilities in the office.

In essence, the Permit to Study is just a requirement prior to actual enrolment and should not be construed to be an endorsement/approval of the degree pursued by the faculty and staff.

For the information and guidance of all concerned.

PACIENCIA P. MILAN President

PERMIT TO STUDY

 $1^{\text{ST}}/2^{\text{ND}}$ SEMESTER SY 20_ to 20_

Accomplish in 4 copies	Date				
The President Leyte State University Visca, Baybay, Leyte					
Madam President:					
Leyte State University for the	st that I be permitted to enroll as a Graduate Student of the e purpose of pursuing the degree of MS/PhD in currently offered by the Department of the following courses with the corresponding class schedule:				
Course No. Description	Units Lec/Lab Time Day Rm.				
The nature, scope and performance of my assigned in the	d schedule of the course(s) I intend to take will not impair the duties and responsibilities as				
	Very truly yours,				
Recommending Approval:					
Immediate Supervisor	 () The degree program being pursued is in line with Staff Development Program of the unit () The degree program being pursued is in not line with Staff Development Program of the unit () The courses enrolled is in support of Graduate Studies outside LSU 				
Unit Head					

MANUEL K. PALOMAR
Vice-President for Academic Affairs

APPROVED/DISAPPROVED

PACIENCIA P. MILAN
LSU President

PERMIT TO STUDY

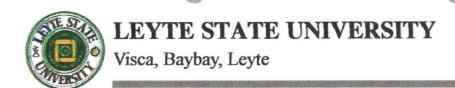
1ST/2ND SEMESTER SY 20 ____ to 20 ____

Accomplish in 4	copies						
				Date			
The President Leyte State Uni Visca, Baybay,							
Madam Preside	ent:						
for the purpose	I like to request that of pursuing the degreed by the Department	ee of MS/	PhD in				
I will be	e enrolling in the foll	lowing cou	urses with the corn	esponding cla	ass schedul	e:	
Course No.	Description		Units	Lec/Lab	Time	Day	Rm.
assigned dutie	cure, scope and schedes and responsibil	lule of the ities as	e course(s) I intend				
				Very truly yo	ours,		
				-			
Recommending	Approval:						
Immedia	ate Supervisor						
		()	The degree program being pursued is in line with Staff Development Program of the unit				
		()	The degree pro		oursued is	not in li	ne with Staff
		()	The courses enrol			te Studies o	outside LSU
Unit	t Head						

MANUEL K. PALOMAR
Vice-President for Academic Affairs

APPROVED/DISAPROVED

PACIENCIA P. MILAN
LSU President



PERMIT TO STUDY FOR ACADEMIC PERSONNEL
(The study permit is for enrollment of the specific course(s) only and NOT an
endorsement/approval of the degree taken by faculty and staff)

Semester S	SY
Accomplish in 4 copies	
	Date
The President Leyte State University Visca, Baybay, Leyte	
Ma'am:	
I would like to request your permission to allo	ow me to enroll as a student in
Leyte State	University
(Name and addr	ress of school)
the following courses and schedule of classes:	
Course No. & Description	Units Lec/Lab Time Day Rm
The nature, scope and schedule of the course(s) I	intend to take will not impair the performance
of my assigned duties and responsibilities as	in the
	(Position)
(Dept./Center)	
I am willing to render overtime work whenever no and to follow all existing rules of the University pertaining	eeded to meet the requirement of my assignment to enrolment while serving as an employee.
	Very truly yours,
Recommending Approval:	
Immediate Supervisor	Director of Accreditation & Evaluation/
	Research/Extension
Dept. Head/Center Director	WANUEL K. PALOMAR VP for Academic Affairs

APPROVED/DISAPPROVED:

PACIENCIA P. MILAN President