



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

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

Accomplish in 4 copies

Date _____

The President
Leyte State University
Visca, Baybay, Leyte

Madam President:

I would like to request that I be permitted to enroll as a Graduate Student of the
Leyte State University for the purpose of pursuing the degree of MS/PhD in _____
_____ currently offered by the Department of _____
_____.

I will be enrolling in the following courses with the corresponding class schedule:

Course No.	Description	Units	Lec/Lab	Time	Day	Rm.
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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 _____.

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 University
Visca, Baybay, Leyte

Madam President:

I would like to request that I be permitted to enroll as a Graduate Student of the Leyte State University for the purpose of pursuing the degree of MS/PhD in _____ currently offered by the Department of _____.

I will be enrolling in the following courses with the corresponding class schedule:

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 _____.

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 not in 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



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

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 SY _____

Accomplish in 4 copies

Date _____

The President

Leyte State University
Visca, Baybay, Leyte

Ma'am:

I would like to request your permission to allow me to enroll as a student in

Leyte State University
(Name and address 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 needed to meet the requirement of my assignment and to follow all existing rules of the University pertaining to enrolment while serving as an employee.

Very truly yours,

Recommending Approval:

Immediate Supervisor

Director of Accreditation & Evaluation/
Research/Extension

Dept. Head/Center Director

MANUEL K. PALOMAR
VP for Academic Affairs

APPROVED/DISAPPROVED:

PACIENCIA P. MILAN
President