



SN: 2025-00__

REQUEST FOR PERMISSION TO TEACH

ENRIQUE G. BAKING, Ed. D
SUC President III
Pampanga State University
Villa de Bacolor, Pampanga

S I R:

In compliance with the EVP Memorandum No. 53 Series 2024, dated August 8, 2024, I have the honor to request permission to teach after office hours. In this connection, I am submitting the following data or information about myself:

(Family)	(Given)	(MI)
1. Name: _____		
2. Educational Qualifications: Highest Degree Earned _____		
3. College/Campus/Office: _____		
4. Position: _____ Salary Grade: _____		
5. Latest Performance Rating: _____		
6. Total Number of Teaching Loads: _____		
7. Other Designations: _____		

College/University	Subjects to be Taught	Schedule (Days/Time)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature over Printed Name

Inclusive dates of the Contract: _____

Date

Signature over printed name of the School Head
/ Authorized Representative



CERTIFIED CORRECT:

DOLORES D. MALLARI, Ph. D

University Registrar

RECOMMENDING APPROVAL:

Immediate Supervisor

ANNA C. DAYRIT, MM, MBA

Chief Administrative Officer

REDEN M. HERNANDEZ, RCE, MM

Vice President of Academic Affairs

APPROVED:

ENRIQUE G. BAKING, Ed. D.

SUC President III

- NOTE:
1. Kindly submit one copy of this form to the HR Office
 2. Attach one copy of the approved instructor’s schedule from the other agency
 3. Attach one copy of the approved instructor’s schedule from the aforementioned university