



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

CIRCULAR NO. 50 -97

TO : ALL JUDGES AND PERSONNEL OF THE COURT OF APPEALS, SANDIGANBAYAN, COURT OF TAX APPEAL, REGIONAL TRIAL COURT, METROPOLITAN TRIAL COURT, MUNICIPAL TRIAL COURT IN CITIES, MUNICIPAL TRIAL COURT, MUNICIPAL CIRCUIT TRIAL COURT

SUBJECT : REQUESTS FOR PERMISSION TO TEACH

To facilitate the processing of requests for permission to teach in a uniform and systematic manner, a form (Annex A) entitled "**REQUEST FOR PERMISSION TO TEACH**," has been drawn up by this office, for justices, judges and personnel to duly accomplish whenever requesting permission to teach.

The authority shall be for a period of one school year, the grant and renewal of which shall depend on the performance record of the applicant. The request for permission should as much as possible be filed within a reasonable time before the start of the school year.

For strict compliance.

July 18, 1997.


ALFREDO L. BENIPAYO
Court Administrator

MSC/dodong/hlj



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

REQUEST FOR PERMISSION TO TEACH

DATE

Hon. Court Administrator
Supreme Court
Manila

Sir :

In accordance with Supreme Court Circular No. 1 , dated May 2 , 1973 , as amended by the Resolution of the Court En Banc dated June 4, 1974 and the Civil Service Commission (CSC) Memorandum Circular No.5, series of 1966 . I have the honor to request permission to teach after office hours for the school year _____. In this connection , I am submitting the following data or information about myself :

1. NAME _____ CIVIL STATUS _____
(Family Name - Given Name - Middle Name)

2. POSITION _____ STATION _____

3. EDUCATIONAL QUALIFICATIONS :

COLLEGE/UNIVERSITY

DEGREE PURSUED/FINISHED

4. OTHER SPECIAL TRAINING :

5. NATURE OF TEACHING JOB :

<u>College/ University</u>	<u>Subjects to be Taught</u>	<u>Teaching Load for each Semester</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I am attaching herewith a certificate of my recent physical and medical examination , duly certified by a government physician .

DATE

SIGNATURE

RECOMMENDING APPROVAL :

Presiding Judge

*

I hereby certify the following :

Number of pending cases _____
Number of Cases Disposed of Within
a three (3) month period prior to start
of semester _____

Clerk of Court

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To be filled up if applicant is a Judge

MSC/ard