



Republic of the Philippines  
**Department of Education**  
Negros Island Region  
**SCHOOLS DIVISION OF SAGAY CITY**

AUG 20 2025

**DIVISION MEMORANDUM**

No. 507, s. 2025

**SUBMISSION OF PERMIT TO TEACH FOR A.Y 2025-2026**

- TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors – CID & SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned
1. Higher Education Institution in the country has just started its Academic Year 2025-2026, and this is also the same with the HEIs in Sagay City. With the beginning of classes, it also gives the opportunity to teachers in Schools Division of Sagay City to be engaged in Part-time Teaching Jobs in these Institutions.
  2. With the engagement of such practice, it is required that teachers should first secure a permit to teach from the Head of Office so that it can be evaluated that it is not interfering with their duty in DepEd.
  3. In order to facilitate this process, all concerned teachers are hereby instructed to secure Permit to Teach (PTT) Form and have it approved by the Schools Division Superintendent. Permit to teach form can be downloaded on this link: <https://tinyurl.com/SDOSagayPTT>  
This form must be accompanied with their class schedule in the institution where they intend to practice.
  4. Approved PTT forms will be consolidated by the Division Office and submitted to the DepEd NIR on or before August 25,2025, in compliance with memorandum OASF-2025-88, dated June 10,2025. *(Request for E-Copies of the Approved Teachers' Permit to Teach and Current Teaching Assignments.)*
  5. Immediate, wide dissemination and strict compliance of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**  
OIC-Schools Division Superintendent