



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel RM-2025-475

25 June 2025

Regional Memorandum
No. 475, s. 2025

**REQUEST FOR E-COPIES OF THE APPROVED TEACHER'S
PERMIT TO TEACH AND CURRENT TEACHING
ASSIGNMENTS**

To **Schools Division Superintendents**
Schools Division Offices HR Personnel

1. Enclosed is a copy of Joint Memorandum OASF-2025-84 dated June 10, 2025 signed by **USec. WILFREDO E. CABRAL**, Undersecretary for Human Resource and Organizational Development (HROD), and **Atty. EDSON BYRON K. SY**, Assistant Secretary, Officer-In-Charge, Office of the Undersecretary for Finance, DepEd Central Office, Meralco Avenue, Pasig City, titled "**Request for E-Copies of the Approved Teachers' Permit to Teach and Current Teaching Assignments**," which is self-explanatory.
2. The list of concerned teachers can be accessed via this link: <https://tinyurl.com/PTT-R4A>. Furthermore, please ensure that electronic copies are compiled into a PDF file for each teacher, adhering to the file naming convention:

SURNAME-REGION-PPT

Example: **DELACRUZ-REGIONII-PTT**

3. All submissions must be uploaded to this link: <https://tinyurl.com/PTT-Submission-R4A> on or before June 25, 2025.
4. Immediate dissemination of and compliance with this Memorandum is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incl.: As stated

08C/ROA/P1



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Republic of the Philippines
Department of Education

JOINT MEMORANDUM

OASF-2025-84

June 10, 2025

TO : ALBERTO T. ESCOBARTE, Regional Director, DepEd RO IV-A
SCHOOLS DIVISION SUPERINTENDENT
SCHOOLS DIVISION OFFICES HR PERSONNEL

FROM : WILFREDO E. CABRAL
Undersecretary for Human Resource and Organizational
Development

ATTY. EDSON BYRON K. SY
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Finance

SUBJECT : REQUEST FOR E-COPIES OF THE APPROVED TEACHERS' PERMIT TO TEACH AND CURRENT TEACHING ASSIGNMENTS

In our commitment to maintaining accurate and up-to-date records of all teaching personnel, and as part of our ongoing efforts to support educational institutions and professional development of educators while ensuring compliance with regulatory standards, this Office is formally requesting the Human Resource Personnel of the concerned Schools Division Offices to provide electronic copies of the **teacher's updated and approved Permit to Teach and current teaching assignments**.

This request is vital to ensure that all teachers had secured the authority to teach outside public school in compliance with established policies, which is essential for maintaining the integrity of our educational system.

The list of concerned teachers can be accessed via this link: <https://tinyurl.com/PTT-R4A>. Furthermore, please ensure that electronic copies are compiled into a **PDF file for each teacher**, adhering to the file naming convention:

- **SURNAME-REGION-PTT**
Example: **DELACRUZ-REGIONII-PTT**

All submissions must be uploaded to this link: <https://tinyurl.com/PTT-Submission-R4A> on or before **June 25, 2025**.

Should you have further queries and concerns, please contact **Mr. Ernest Robert A. Estologa**, Project Development Officer II of the Government Assistance and Subsidies Service (GASS) - Operations and Data Management Division (ODMD), at 8636-1620 or email ernest.estologa@deped.gov.ph.

Copy Furnished:

Office of the Secretary