



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



Personnel-RM-2025-625

19 August 2025



Regional Memorandum
No. 625, s. 2025

**FOLLOW-UP ON THE SUBMISSION OF E-COPIES
OF THE APPROVED TEACHERS' PERMIT
TO TEACH AND CURRENT TEACHING
ASSIGNMENTS**

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

1. Enclosed is a copy of Memorandum OASF-2025-383 dated August 8, 2025 signed by **Atty. EDSON BYRON K. SY**, Assistant Secretary, Officer-In-Charge, Office of the Undersecretary for Finance, DepEd Central Office, Meralco Avenue, Pasig City, titled **"Follow-up on the Submission of E-Copies of the Approved Teachers' Permit to Teach and Current Teaching Assignments,"** which is self-explanatory.
2. Attention is invited to the second paragraph of the abovementioned Memorandum for information.
3. The list of concerned teachers with no submitted documents can be found via this link: <https://tinyurl.com/PTT-R4A>.
4. Please ensure that e-copies are compiled into a PDF file for each teacher, adhering to the file naming convention:
 - SURNAME-REGION-PTT
Example: **DELACRUZ-REGIONIVA-PTT**
5. To facilitate timely process, all submissions must be uploaded to this link: <https://tinyurl.com/PTT-Submission-R4A> on or before August 25, 2025
6. For further queries and concerns, please contact Mr. Ernest Robert A. Estologa, Project Development Officer II of the Government Assistant and Subsidies Services (GASS)-Operations and Data Management Division (ODMD), at 8636-1620 or email ernest.estologa@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

Incl.: As stated


O8C/ROA/P1




Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OASF-2025-383

August 8, 2025

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

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

SUBJECT : FOLLOW UP ON THE SUBMISSION OF E-COPIES OF THE
APPROVED TEACHERS' PERMIT TO TEACH AND CURRENT
TEACHING ASSIGNMENTS

In relation to Joint Memorandum OASF-2025-84, dated June 10, 2025, titled "Request For E-Copies of the Approved Teachers' Permit to Teach and Current Teaching Assignments", this Office would like to **follow up the submission of electronic copies of the teacher's updated and approved Permit to Teach and current teaching assignments.**

This Office has yet to receive the necessary submissions from the Schools Division Office (SDO) in your region, as there are teachers whose documents are either incomplete or entirely empty. It is crucial that all concerned teachers secure the authority to teach outside public schools in compliance with established policies, which is essential for maintaining the integrity of our educational system.

To facilitate this process, the list of concerned teachers with no submitted documents can be found via this link: <https://tinyurl.com/PTT-R4A>

Please ensure that *e-copies* are compiled into a PDF file for each teacher, adhering to the file naming convention:

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

To facilitate timely process, it is imperative that all submissions must be uploaded to this link: <https://tinyurl.com/PTT-Submission-R4A> on or before **August 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:

WILFREDO E. CABRAL, Undersecretary for Human Resource and Organizational Development

codmnd-0000