



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
No. 544, s. 2025

**TO** : Schools Division Superintendents

**FROM** : **JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge, Office of  
the Assistant Secretary for Operations

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

**DATE** : June 19, 2025

1. Enclosed is a copy of the Joint Memorandum OASF-2025-93 dated June 10, 2025, relative to the above captioned data, for information and guidance of all concerned.
2. In this connection, all submissions must be uploaded to this link: <https://tinvurl.com/PTT-Submission-NCR> on or before June 25, 2025, using the template stated in the 3<sup>rd</sup> paragraph of the said Joint Memorandum.
3. For immediate dissemination and compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: ncr@deped.gov.ph  
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Republic of the Philippines  
**Department of Education**



**JOINT MEMORANDUM**

OASF-2025-93

June 10, 2025

**TO** : **JOCELYN DR ANDAYA**, Regional Director, DepEd NCR,  
concurrent Officer-In-Charge, Assistant Secretary for Operations  
**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-NCR>. 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-NCR> 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](mailto:ernest.estologa@deped.gov.ph).

Copy Furnished:

**Office of the Secretary**

