



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

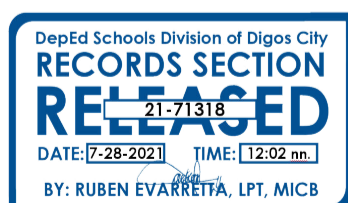
DIVISION MEMORANDUM
NO. 430, s. 2021

July 28, 2021

**RE: POLICY ON THE PRIVATE PRACTICE OF PROFESSION OR
EMPLOYMENT OF PRIVATE SCHOOLS BY SCHOOL HEADS,
TEACHER AND OTHER EMPLOYEES**

To: Assistant Schools Division Superintendent
Elementary and Secondary School Heads
Teaching, Non-teaching and Teaching-related Personnel
All others concerned

1. The Regional Office XI issued Regional Memorandum No. 033, s. 2021 reiterating Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999 and Section 7 of Republic Act No. 6713, s. 1989, providing provisions with regards to the private practice of profession or employment in private schools and entities of all personnel, whether teaching or non-teaching, in the region and division offices, including school employees;
2. Pursuant to the above-mentioned issuances, all teaching, non-teaching and teaching-related personnel shall adhere to the guidelines and policies stipulated in Enclosure No. 1 of the said Regional Memorandum and shall secure a permit to teach in accordance with Enclosure No. 2 thereof;
3. This Division is directed to formulate and enforce rules and procedures to ensure that no employee is violating this policy, in accordance with existing laws and regulations;
4. Furthermore, the Division Chiefs and Public Schools District Supervisors (PSDS) or District Head, through the personnel section are to submit the list of DepEd Employees who are engaging in part-time activities to the approving authority before every semester/trimester ends;
5. For immediate dissemination and strict compliance.



CRISTY C. EPE

Schools Division Superintendent

Enc: DepEd Memorandum No. 033, s. 2021



RS

RECORDS FILE



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

April 29, 2021

REGIONAL MEMORANDUM
No. 033 s. 2021

POLICY ON THE PRIVATE PRACTICE OF PROFESSION OR EMPLOYMENT IN PRIVATE SCHOOLS BY SCHOOL HEADS, TEACHERS, AND OTHER EMPLOYEES

To : Schools Division Superintendents/ OIC-SDSs
Elementary and Secondary School Heads
Teaching, Teaching-Related and Non-Teaching Personnel
All Others Concerned

1. This is to reiterate Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999 and Section 7 of Republic Act No. 6713 s. 1989, otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees" relative to the private practice of profession or employment in private schools and other entities of all region and division offices and school employees, teaching and non-teaching personnel. The specific details of these issuances were presented in Enclosure No. 1.
2. Pursuant to the above issuances, in securing permit to teach, all teaching, teaching-related and non-teaching personnel of DepEd Davao Region shall adhere to the guidelines and policies stipulated in Enclosure No. 2 of this memorandum.
3. Regional Chiefs of the Functional Divisions, Schools Division Superintendents, and School Principals / Officers-In-Charge (OIC) are directed to formulate and enforce their own rules and procedures to ensure that no employee is violating this policy, provided that such rules and procedures are not in conflict with any existing laws and regulations. Further, before every semester/trimester ends, the Division Chiefs and Public Schools Division Superintendents (PSDS) or District Head, through the Personnel Sections in the Regional Office and Schools Division Office, are to submit the list of DepEd employees who are engaging in part-time activities to the approving authorities.
4. For immediate dissemination and strict compliance.

Enclosed: As Stated.

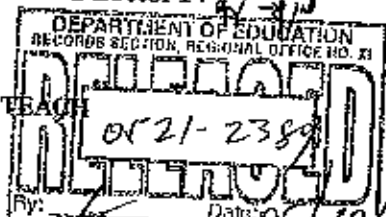
To be indicated in the Perpetual Index under the following subjects:

ROAS/PS/ijj

PERSONNEL

PERMISSION TO TEACH

ALLAN G. FARNAZO
Director IV



4:00
Date: 04/10/2021



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines
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Office of the Regional Director

Enclosure 1: Policy on the Private Practice of Profession or Employment in Private School by School Heads, Teachers, and Other Employees

1. Pursuant to Republic Act No. 6713, otherwise known as "*Code of Conduct and Ethical Standards for Public Officials and Employees*," Section 7.b, provides that, "Outside employment and other activities related thereto. Public Officials and employees during their incumbency shall not engage in the private practice of their profession unless authorized by the Constitution or Law, provided, that such practice shall not conflict or tend to conflict with their official functions."
2. Section 12, Rule XVII of the Revised Civil Service Rules provides that: "No officer or employee shall engage directly in any private business, vocation or profession or be connected with any commercial, credit, agricultural or industrial undertaking without a written permission from the head of the Department: Provided, That this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities require that their entire time be at the disposal of the Government: Provided, further, That if an employee is granted permission to engage in outside activities, the time so devoted outside of office hours should be fixed by the chief of the agency to the end that it will not impair in any way the efficiency of the officer or employee: And provided, finally, That no permission is necessary in the case of investments, made by an officer or employee, which do not involve any real or apparent conflict between his private interests and public duties, or in any way influence him in the discharge of his duties, and he shall not take part in the management of the enterprise or become an officer or member of the board of directors," subject to any additional conditions which the head of the office deems necessary in each particular case in the interest of the service, as expressed in the various issuances of the Civil Service Commission.
3. Corollary to this, the Civil Service Commission Memorandum Circular No. 15, s. 1999, Section 18 provides, "Unless otherwise provided by law, no officer or employee shall engage directly or indirectly in any private business or profession without a written permission from the head of agency. Provided that this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities require that if an employee is granted permission to engage in outside activities, the time devoted outside of office hours should be fixed by the head of the agency so that it will not impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions."
4. The Department of Education in the interest of the service and in order to keep up with the issuances and policies, the Code of Signing Authorities on Administrative and Financial Matters to Central and Field Offices, issued DepEd Order No. 5, s. 2008, identifying the approving authorities on requests for permission to teach, exercise a profession, or engage in business outside of office hours subject to observance of and compliance with relevant CSC standards and guidelines, such as Memorandum Circular No. 32, s. 1993, among others.



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 DAVAO REGION

Office of the Regional Director

Field Office		Recommending	Approving
Regional Office	Above Division Chief	USEC for Planning & Field Operations	USEC for Finance & Admin
	Division Chief	Asst. Regional Director	Regional Director
	Below Division Chief	Division Chief	Asst. Regional Director
Division Office	Division Chief	Schools Division Superintendent	Asst. Regional Director
	Below Division Chief	Division Chief	Schools Division Superintendent
School	School Personnel	School Head / Principal	Schools Division Superintendent

5. Pursuant to the above issuances, in securing permit to teach, all teaching, teaching-related and non-teaching personnel of DepEd Davao Region shall adhere to the following:
 - 5.1 Permission to teach may be granted only for subjects, courses and fields of study which are related to the particular field of work of the official or employee.
 - 5.2 If permission to teach shall be granted, teaching load or tutor load shall be limited to twelve (12) hours a week, and in no case shall a government officer or employee be allowed to teach and tutor more than three (3) hours a day on regular working days. This shall include the teaching and tutor load for classes which are conducted through online platforms, distance learning and Open University programs of tertiary schools.
 - 5.3 On the basis of approval, only applicants with outstanding performance shall be permitted to teach in the private institutions.
 - 5.4 The conduct of classes whether through actual classroom contact or through online platforms shall be undertaken only after class hours for teaching personnel and after office hours for non-teaching personnel. Travel time from the employee's official station to the school or institution should be after class or office hours, as the case may be.
 - 5.5 No official or employee shall be allowed to teach and tutor in any school or institution over which he/she directly or indirectly exercises jurisdiction, control, supervision, or influence by reason of his/her position in the government in contemplation with the Republic Act. No 3019 s. 1969 otherwise known as the "Anti-Graft and Corrupt Practices Act" and the Prohibited Acts under the Code of Ethics.
 - 5.6 The Regional Director (RD) is the approving authority on requests for permission to teach or practice of the profession by the Division and Regional office personnel. While the Schools Division Superintendent (SDS) is the approving authority on the request for permission to teach or practice of profession by the school personnel.



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- 5.7 School employees / officials applying for permission to teach shall write a letter to the SDS through the Personnel Section, accompanied by a statement of his/her official load from the DepEd school with the class schedule, signed by the School Head / District or Cluster Head.
 - 5.8 In the case of Division and Regional office personnel, the same letter shall be secured and shall be addressed to the RD through the Administrative Services Division, duly noted by the functional division chief / or by the section /unit head, accompanied by the latest Position Description Form.
 - 5.9 The Personnel Sections in the Regional Office (RO) and in the Schools Division Office (SDO) and shall record and secure the copy of the approved permit to teach from the applicant.
 - 5.10 To ensure compliance to load limitation, the applicant shall submit a certification from the authorized official of the private school or entity where the profession is to be practiced, as to his/her teaching loads with corresponding number of units and the class schedules, addressed to the RD or the SDS.
 - 5.11 The permission to teach shall be per semestral basis.
 - 5.12 Permission to teach may be withdrawn or revoked at any time whenever the exigencies of the service so requires, or if the herein conditions prescribed has been violated. This is without prejudice to administrative disciplinary action for violation hereof and in case of misrepresentation of facts on the part of the applicant.
 - 5.13 Those who would like to seek permission to teach must submit the above-stated documents to their RO or SDO at least fifteen (15) calendar days before engaging in such activities. It is reiterated that without the written approval from the SDS or RD, no one is allowed to pursue part-time work.
 - 5.14 Public school, SDO, and RO facilities and internet connectivity must not be used for holding unauthorized classes, and other online activities.
6. Personnel Unit of the SDO shall consolidate all requests and submit to the RO the summary of report every semester/trimester using the online Google template through the link _____.
 7. Attached are the templates for Permit to Teach for private schools, SUCs, LUCs, Online Platform classes, and other institutions, and the Semestral Report on DepEd Personnel / Teachers with Permit to Teach for reference.



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Barcode Number: AJA19 0237

PERMIT TO TEACH

Date _____

ALLAN G. FARNAZO, CESO IV
 Director IV
 DeplEd Region XI
 Davao City

Sir:

I am _____, of _____, of _____, would like to request for a permission to teach in _____ every _____ for the _____ semester
 (Name) (Position) (Name of Office) (Name of College / University)

SY _____. I am a graduate of _____ with units in _____
 (Graduate / Post-Graduate)

My teaching loads are:

SUBJECT	DAY	TIME	UNITS
TOTAL:			

It is my great desire to impart / share my knowledge to Education students, who aspire to become teachers in the Department of Education someday.

My _____ (number of years) teaching experience and my trainings and seminars have equipped me to discharge my functions as well as a college instructor. Above all, my exposure to this kind of work will enhance my professional growth at the same time an additional income for my family.

Furthermore, my office _____ is located at, _____ and is _____ kilometers to where I intend to do part-time teaching.
 (Name of Office)

Rest assured that this part-time teaching will not be detrimental to my major mandate as a _____.

In ending, I hope that this earnest request will meet your most favorable action and preferential attention.

Very truly yours,

 Name & Signature of DeplEd Personnel

APPROVED:

ALLAN G. FARNAZO

Letterhead

SEMESTRAL REPORT ON DEPED PERSONNEL WITH PERMISSION TO TEACH

Date

ALLAN G. FARNAZO, CESO IV
Director IV
DepEd Region XI
Davao City

Sir:

May I have the honor to submit the Report on DepEd Personnel with Permission to Teach for this _____ Semester, SY 2021-2022.

Name of Personnel	Office / Work Station	Position	Highest Degree Earned	College / University doing Part-Time Teaching	Number of Teaching Loads Given
I.					

Attached herewith are the certifications from the authorized official of the College / University where the part-time teaching services are rendered relative to the teaching loads given to the concerned and the specific class schedules.

It is hoped that your Office finds the submitted documents in order.

Very truly yours.

Name of Division Chief /Section Head
Position

Letterhead

SEMESTRAL REPORT ON DEPED TEACHERS WITH PERMISSION TO TEACH

Date

Name of Schools Division Superintendent
Position
Address

Sir / Madam:

May I have the honor to submit the Report on DepEd Teachers with Permission to Teach for this _____ Semester, SY 2021-2022.

Name of Personnel	Name of School / Work Station	Position	Highest Degree Earned	College / University doing Part-Time Teaching	Number of Teaching Loads Given
I.					

Attached herewith are the certifications from the authorized official of the College / University where the part-time teaching services are rendered relative to the teaching loads given to the concerned and the specific class schedules.

It is hoped that your Office finds the submitted documents in order.

Very truly yours.

Name of PSDS / Cluster Head