



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



August 26, 2020

DIVISION MEMORANDUM
No. 193 s. 2020

**PERMISSION TO TEACH, PRIVATE PRACTICE OF PROFESSION OR ENGAGEMENT IN
BUSINESS OUTSIDE OFFICE HOURS**

To: Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Division Personnel

1. Pursuant to the following provisions, the Division Office reiterates the rules and regulations in engagement in private practice of professions by public officials and employees:
2. Republic Act 6713 and its Implementing Rules and Regulations stipulates that private practice of profession is a ground for administrative and disciplinary action, unless authorized by the law or regulations, provided that such practice will not conflict or tend to conflict with official functions.
3. Section 12 of Rule XVIII of the Revised CSC Rules requires government employees to obtain a permit from the head of the agency which states,

Sec. 12 No officer or employee shall engage directly in any private business, vocation 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.

4. Section E of DepEd Order No. 5 s. 2008, Code of Signing Authorities on Administrative and Financial Matters to Central and Field Offices, identifies the approving authorities on requests for permission to teach, exercise of profession, or engagement in business outside office hours.
5. In view of the foregoing, all concerned are directed to adhere to the following guidelines:
 - a. No one shall engage in private practice of profession or engage in business within office hours;
 - b. For officials and employees, applying for a permission to teach must be made in order using the attached application form and the following documents:



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101
Email Address: angeles.city@deped.gov.ph





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Request from School Head (for school-based personnel)
 Request for Permit to Teach (attached)
 Request from the authorized official of the private school or entity, where the profession is to be practiced, indicating the number of loads and the schedule addressed to the Schools Division Superintendent
 The Schools Division Superintendent shall be the approving authority on requests for permission to practice of profession both for school personnel and division personnel;
 The permission shall be in effect for one school year except for college or graduate level teaching which shall be on per semestral basis.
 The permission may be withdrawn or revoked at anytime whenever the exigencies of the service so as to ensure strict compliance with the guidelines prescribed herein have been violated.

For strict compliance and strict compliance.

MA. IRELYN P. TAMAYO, PhD, CESE
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

- Endorsement
- Letter of request
- Application
- Certification
- to be practiced
- by the Schools Division Superintendent
- c. The Schools Division Superintendent shall be the approving authority on requests for permission to teach or private
- d. The permission shall be in effect for one school year except for college or graduate level teaching which shall be on per semestral basis.
- e. The permission may be withdrawn or revoked at anytime whenever the exigencies of the service so as to ensure strict compliance with the guidelines prescribed herein have been violated.

6. For immediate dissemination





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APPLICATION FOR PERMIT TO TEACH

_____ Date

Name of Employee: _____

School where the applicant plans to teach:

School: _____

Applicant's Assignment:

Place: _____

School: _____

District: _____

Last Performance Rating: _____

LIST OF SUBJECTS TO TEACH

1ST Semester 2ND Semester Trimester Summer SY 20__-20__

Certified Correct:

Signature over printed name

University Dean

Recommending Approval:

School Head / PSDS / A.O. V

MA. IRELYN P. TAMAYO, PhD, CESE
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 Officer-In-Charge
 Office of the Schools Division Superintendent



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