



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

August 30, 2024

DIVISIONAL MEMORANDUM

No. **247** , s. **2024**

**GUIDELINES AND PROTOCOLS ON PRIVATE PRACTICE OF PROFESSION,
EMPLOYMENT IN PRIVATE SCHOOLS AND OTHER ENTITIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Secondary and Elementary School Heads
This Division

1. Pursuant to the existing Civil Service Rules, Republic Act No. 6713 re: "Code of Conduct and Ethical Standards for Public Officials and Employees," and other implementing rules and regulations relative to private practice of profession or employment in private schools and other entities of all employees, this Office reiterates the strict compliance of these provisions.
2. Section 18, Rule XIII of Civil Service Commission Memorandum Circular 15, s. 1999 prohibits government employees from engaging in any private practice of profession without a permit from the head of the agency.
3. Republic Act No. 6713 states that engagement in the private practice of the profession by public officials and employees is a ground for administrative action unless authorized by law or regulation, provided that such practice will not conflict or tend to conflict with official functions.
4. Accordingly, pursuant to Republic Act 6713, CSC Memorandum Circular No. 32, s. 1993 and other CSC Circulars, all are enjoined to adhere to the following:
 - a. Permission to teach may be granted only for subjects or courses that are related to the field of work of the official or employee concerned;
 - b. Permit to teach outside official time may be granted if teaching load does not exceed three (3) hours a day on regular working days (Monday to Friday);
 - c. 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 loads with the corresponding number of units and schedule;
 - d. Request of teachers for permission to teach shall be accompanied by a statement of his/her official loads with schedule signed by the School Principal;
 - e. The permission to teach shall be valid on a semestral basis while permission to engage in business shall be per contract basis not exceeding one (1) year;



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- f. Private practice of profession during official time and office hours will not be allowed, even if the time spent is covered by corresponding vacation leave;
- g. Depending on the location of the private practice, there should be at least thirty (30) minutes to one (1) hour interval between the close of the official time or office hours and the time of the private practice;
- h. No official or employee shall be allowed to teach or practice a profession in any school or institution over which he/she directly or indirectly exercises jurisdiction, control, supervision, or influence because of his office or position;
- i. Officials and employees applying for permission to teach or practice a profession must be physically fit in order not to prejudice the performance of their duties;
- j. Officials and employees applying for permission to teach or practice a profession must have obtained at least a Very Satisfactory rating from the last rating period;
- k. Officials and employees applying for permission to teach must not have a record of being habitually tardy/undertime or habitually absent in the last school year;
- l. Permission to teach or practice a profession may be REVOKED at any time whenever the exigency of the service so requires, or if there are VIOLATIONS of the conditions set herein; and,
- m. NO official or employee shall hold any position or assignment involving management or administration duties and responsibilities.

5. Pursuant to DepEd Order No. 1, s. 2023, the signing authority for granting permission to teach or permission to practice a profession shall be as follows:

Office/Position	Recommending Approval	Approval
Division Office		
Division Chief	ASDS	SDS
Position/Office below the Division Chief	Division Chief and ASDS	SDS
School		
Principal/School Head	ASDS	SDS
Teacher and Non-Teaching Personnel	School Heads and ASDS	SDS

6. SDO Ozamiz City personnel who intend to teach or privately practice their profession must submit the necessary/required documents at least two (2) weeks before the effective date of the private practice of profession.

7. Any violation with the provisions of this Memorandum shall be dealt with accordingly.

8. Attached are the Permission to Teach Template and documentary requirements.



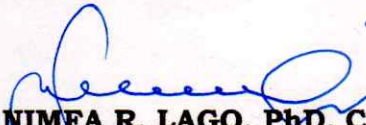
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9. For inquiries and clarification, contact Rosalyn M. Lato, SEPS-Planning and Research at 09177775925.
10. Immediate dissemination of this Memorandum is desired.


NIMFA R. LAGO, PhD, CESO VI
Schools Division Superintendent

ATCH.: As stated

References: DepEd Order No. 1, s. 2023; RA No. 6713; CSC Circular No. 15, s. 1999; CSC Circular No. 32, s. 1993
To be indicated in the Perpetual Index under the following subjects:

PRIVATE PRACTICE OF PROFESSION

PERMIT TO TEACH

SBC/DM ___/August 30, 2024 "Guidelines on Private Practice of Profession (Permit to Teach)"
/P&R-rml



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PERMIT TO TEACH

A. Personal Data

Name of Teacher:	
Position:	
School/Station:	
District:	
Latest Performance Rating:	
School (Where the Teacher Plan to Teach Outside Department of Education):	
Place (Location of School Where the Teacher Plan to Teach Outside DepEd):	
Level of Courses/Subjects to be Taught: (Check the appropriate courses/ subjects)	<input type="checkbox"/> Undergraduate Courses/Subjects <input type="checkbox"/> Master Courses/Subjects <input type="checkbox"/> Doctoral Courses/Subjects
School Year:	

B. Lists of Subjects to Teach

<input type="checkbox"/> 1 st Semester	<input type="checkbox"/> 2 nd Semester	<input type="checkbox"/> Trimester	<input type="checkbox"/> Summer
Subject/s	Units	Day	Time

C. Certification

1. I hereby certify that I have read Section 12, Rule XIII of CSC MC No. 15, s. 1999 that as a public employee and as provided by law, I shall not engage directly or indirectly in any private business of profession without a written permission from the head of agency and have read all the provisions of which I am bound to observe strictly. I understand that if my efficiency as a DepEd employee will be adversely affected, this permission will be revoked. I shall discharge the said private functions only after office hours, prioritize my official functions and shall faithfully heed to the other rules and regulations therein.
2. I certify that I have understood the provisions pursuant to CSC Memorandum Circular No. 5, s. 1966 and other CSC Circulars, Republic Act 6713, and R.A. 3019 as follows:
 - 2.1. That I only teach for subjects or courses which are related to the particular field of work for special fields or subjects where there is dearth of qualified teachers.
 - 2.2. That my teaching load shall be limited only to twelve (12) hours a week, and in no case shall I teach more than three hours a day on regular working days.
 - 2.3. That I am not allowed to teach in any school or institution over which I directly or indirectly exercises jurisdiction, control, supervision, or influence by reason



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of the office or position in the Government in contemplation of the Anti-Graft and Corrupt Practice and the Prohibited Acts under the Code of Ethics.

- 2.4. I hereby certify that the statement of my official load duly signed by my immediate head in public school I am assigned with, is correct.
- 2.5. Certified further that the attached certification from the authorized official of the private school/entity where my profession is to be practiced, is correct.
- 2.6. That this permit to teach shall be valid for one semester only.

Recommending approval:

DIONESIO L. LIWAGON JR., CESE
Assistant Schools Division Superintendent

Applicant Signature Over Printed Name

Approved for ____ units:

NIMFA R. LAGO, PhD, CESO VI
Schools Division Superintendent

NOTE: Must be submitted in triplicate copies



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Attachment No. 1

Documentary Requirements for Permit to Teach or Practice of Profession

1. Permit to Teach Template/Form
2. Certification or Signed Approved Copy of Latest OPCR/IPCRF
3. Medical Certification
4. Certification of Current Teaching Load signed by the School Principal (for teachers only)
5. Certification of Current Assigned Tasks signed by Unit Head/Chief (for OSDS, CID, and SGOD personnel only)
6. Current Office Order signed by ASDS/SDS (for school heads only)



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