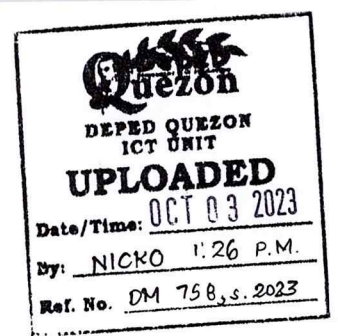




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



02 October 2023

DIVISION MEMORANDUM

DM No. 758, s. 2023

**REITERATION OF THE IMPLEMENTING GUIDELINES ON THE PRACTICE OF
PROFESSION OR EMPLOYMENT IN PRIVATE SCHOOL
AND OTHER ENTITIES**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Civil Service Rules and Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and employees, this Office reiterates the implementing rules and regulations relative to private practice of profession or employment in private schools and other entities of all employees.
2. Section 18, Rule XII of CSC Memorandum Circular 15, s.1999 **prohibits government employees to engage in any private practice of profession without permit by the head of the agency.**
3. Meanwhile, RA No. 6713 states that public officials and employees' **engagement in the private practice of profession 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. In connection with the above-stated provisions, all concerned are enjoined to adhere to the following:
 - a. There shall be absolutely **NO TEACHING** by government officials and employees during office hours (6 hours actual teaching and additional 2 hours to complete the 8 hours required) even if the time spent is covered by corresponding vacation leave
 - b. Permission to teach may be granted only for subjects or courses which are related to the particular field of work of the official or employee concerned or for special fields or subjects where there is a dearth of qualified teachers.

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- c. If permission is to be granted, teaching load shall be limited to twelve (12) hours a week, and in no case shall a government officer or employee be allowed to teach more than three (3) hours a day on regular working days (Monday to Friday).
 - d. No official or employee shall be allowed to teach in any school or institution over which he/she directly or indirectly exercise jurisdiction, control, supervision, or influence by reason of his office or position in the government in contemplation of the Anti-Graft and Corrupt Practice and the prohibited Acts under the Code of Ethics
 - e. The concerned employee 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 the corresponding number of units and schedule.
 - f. 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.
 - g. The permission to teach shall be valid on a semestral basis.
 - h. Depending on the location of the private practice, there should at least be 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.
 - i. Officials and employees applying for permission to teach or practice profession must be physically fit in order not to prejudice the performance of their duties.
 - j. Official and employees applying for permission to teach must have obtained at least a **Very Satisfactory (VS)** 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 teach may be revoked at any time whenever the exigency of the service so requires, of if there are violations of the conditions set herein.
5. As provided in DepEd Order No. 1, s. 2023, the signing authority for granting permission to practice profession shall be as follows:

OFFICE / POSITION	RECOMMENDING APPROVAL	APPROVAL
Division Office		
Division Chief	ASDS	SDS
Below Division Chief	Division Chief	SDS
School		
Principal / School Head	ASDS	SDS
Teacher & Non-Teaching Personnel	School Head & ASDS	SDS

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6. All personnel who will apply for permit to teach shall submit the necessary / required documents at least two (2) weeks before the start of the practice (See Inclosure for the Checklist of Requirements)
7. Any violation with the provisions of this Memorandum shall be dealt with accordingly.
8. Enclosed to this Memorandum are the forms and documentary requirements.
9. Immediate dissemination and strict compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

[Handwritten initials]

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INCLOSURE TO DIVISION MEMORANDUM 758, s. 2023

CHECKLIST OF REQUIREMENTS FOR PERMIT TO TEACH

1. Application for Permit to Teach (Reflecting the List of Subjects to Teach as Part-Time Teacher certified correct by the authorized official of the private school / entity)
2. Photocopy of latest Performance Rating
3. Certification of the teacher's official loads with schedule signed by the school head.
4. Certification of the school head / immediate superior that the employee applying for permission to teach has no record of being habitually tardy / undertime or habitually absent in the last school year.

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