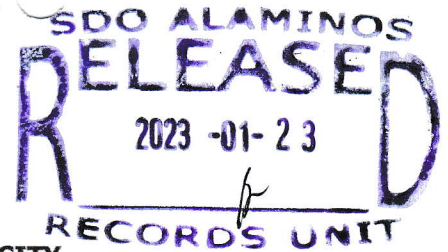


Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-039

TO : Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
Education Program Supervisors
School Heads of Public Elementary & Secondary Schools
All Others Concerned

SUBJECT : **PERMIT TO TEACH AND STUDY**

FROM : Schools Division Superintendent

DATE : January 23, 2023

This is to advise the filed on Civil Service Memorandum relative to private practice of profession or employment in private schools and other entities of all Division Office Employees, Teaching and Non-teaching personnel. Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999 provides to wit:

Section 18. "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 his prohibition will be absolute in the case of those officers and employees whose duties and responsibilities require their entire time be at the disposal of the government, provide further 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 agency so that it will not impair in any way the efficiency of the officer or employee nor pose a conflict of interest with official functions."

DepEd Order No. 5, s. 2008 identified the approving authorities on requests for permission to teach, exercise of profession, or engage in business outside office hours.

Pursuant to CSC Memorandum Circular No. 5, s. 1966 and other CSC Circulars, Republic Act 6713, and R.A. 3019, all are adhere to the following to the following conditions:

1. Permission to teach maybe granted only for subjects or courses which are related to the particular field of work of the official or employee concerned for special fields or subjects where there is dearth of qualified teachers.
2. If permission to teach shall be granted, teaching load shall be limited to six (6) hours a week, and in no case shall a government officer or employee be allowed to teach more than three hours a day on regular working days.

With hundred reasons to serve!

Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
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3. No official or employee shall be allowed to teach in any school or institution over which he directly or indirectly exercises 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.
4. Employees/officials applying for permission to teach shall write a letter to the Schools Division Superintendent accompanied by a statement of his/her official load with the schedule, indorsed by the School Head/Section Head.
5. 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 corresponding number of units and schedule address to the SDS.
6. The permission to teach shall be per semestral basis while permission to engage in business shall be per contract basis.

Furthermore, employees/officials who are undergoing post graduate studies shall secure permit to study with maximum twelve (12) units per semester and submit to the office of the Personnel Section duly signed and approved by the Schools Division Superintendent for both teachers and non-teaching personnel.

Said permits shall be secured two (2) weeks before the start of classes.

For your information, wide dissemination and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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