



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

January 04, 2023

DIVISION MEMORANDUM

No. 010, s. 2023

**GUIDELINES ON THE REQUEST FOR PERMISSION TO TEACH IN PRIVATE  
SCHOOLS, STATE UNIVERSITIES OR COLLEGES OR TO STUDY  
IN GRADUATE OR POST GRADUATE COURSES**

To: Assistant Schools Division Superintendent  
Chiefs of Divisions & Heads of Sections/Units  
Public Elementary and Secondary School Heads  
Teaching, Teaching-Related and Non-Teaching Personnel  
All Others Concerned

1. This Office hereby issues these Guidelines on the Request for Permission to Teach in Private Schools, State Universities or Colleges or those who want to Enroll or Study in Graduate or Post Graduate Courses to ensure that performance of regular duties shall not be hampered.

2. Section 12 of Rule XVIII of the Revised Civil Service Commission (CSC) Rules requires government employees to obtain a permit from the head of the Department, to wit:

*“Sec. 12. 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 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”,*

3. Further, Section 18, Rule XIII of CSC Memorandum Circular (MC) No. 15, s. 1999 provides that:

*“Sec. 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 this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities required that their entire*



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*time be at the disposal of the government: Provided 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 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. Pursuant to CSC Memorandum Circular No. 5 s. 1966 and other CSC Circulars, R.A. 6713 and R.A. 3019, all teaching, teaching-related and non-teaching personnel are enjoined to adhere to the following provisions:

*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.*

*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 or for special fields or subjects where there is a dearth of qualified teachers.*

*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).*

*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.*

*Officials and employees applying for permission to teach must be physically fit in order not to prejudice the performance of their duties, and for this purpose, they shall submit with their application a record of their physical and medical examination showing such fitness, duly certified by a government physician.*

5. As stipulated in part D of DepEd Order No. 008 s. 2021, the Schools Division Superintendent is the approving authority on requests for permission to teach or practice of profession by Division Office and school personnel.

*DepEd teachers and employees who intend to pursue study outside the required work hours need not secure a permission from his/her superior. Policies on the grant of applicable leaves shall govern cases where the outside study compromises the number of required office/teaching hours as per existing guidelines.*


*DepEd employees who signify their interest to teach or practice a profession shall schedule this endeavor outside regular office hours and shall do so without compromising their functions and responsibilities pursuant to Section 12, Rule XVIII of the Revised Civil Service Rules.*



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6. Request from teachers or non-teaching personnel for permission to teach or practice of profession shall be accompanied by his/her official loads with schedule, signed by the school heads.
7. 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 loads with the corresponding number of units and the schedule, addressed to the concerned Schools Division Superintendent.
8. All DepEd Tagbilaran City Schools Division personnel who wish to teach in any private schools shall submit to the office of the Schools Division Superintendent, the following documents for approval:
  - Letter of Request/Permit to teach
  - Endorsement by the School Head/Division Chief/Section Head;
  - Filled out Permit to Teach Outside of Official Time (attached Enclosure)
9. The permission shall be good for one school year except for college/graduate teaching which shall be on a semestral basis.
10. Permission to teach maybe withdrawn or revoked at any time whenever the exigencies of the service so require, or if the herein conditions prescribed have been violated. This is without prejudice to administrative disciplinary action for violation hereof and in case of misrepresentations on the part of the applicant.
11. These Guidelines shall take effect on January 4, 2023, until rescinded or repealed.
12. Immediate and wide dissemination of and strict compliance to this Memorandum is desired.



**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent 

JIAL/CPC/ADMIN/atm



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<b>PERMIT TO TEACH OUTSIDE OF OFFICIAL TIME</b>		Name of Office: _____
Date: _____		
Name: _____	Position/Designation: _____	
Office/School: _____	Specialization: _____	
Length of Service: _____	Appointment Status: <i>(Please check the box)</i>	
Performance Rating for the Last 2 Years: 1. _____ 2. _____	Provisional <input type="checkbox"/>	Permanent <input type="checkbox"/>
<b>College/University where the Applicant Intends to Teach</b>		
School: _____		
Address: _____		
Term <i>(Please Check)</i> : _____ 1 <sup>st</sup> sem. _____ 2 <sup>nd</sup> sem. _____ Summer School Year: _____		
Subject(s) to be taught	Schedule of Classes	No. of Units
<b>Certified Correct:</b>		
_____ College Dean		
<b>Regular Teaching Load at the Public School</b>		
Subject(s)	Schedule of Classes	No. of Minutes
<b>Certified Correct:</b>		
_____ Applicant		_____ School/Section Head
I hereby CERTIFY that I have examined and found him/her to be physically fit to carry out additional work beyond the official time of his/her regular functions as shown in the above schedule of work.		
_____ Physician		
Address: _____	License No.: _____	Date: _____
<b>APPROVED:</b>		
<b>JOSEPH IRWIN A. LAGURA PhD</b> Schools Division Superintendent		

