



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

**Office of the Schools Division
Superintendent**

January 23, 2024

DIVISION MEMORANDUM

No. 054, s. 2024

**RENEWAL OF PERMIT TO TEACH IN PRIVATE SCHOOLS, STATE
COLLEGES OR UNIVERSITIES**

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. The Department of Education (DepEd) Tagbilaran City Schools Division is adherent to Section 12 of Rule XVIII of the Revised Civil Service Commission (CSC) Rules which states as follows, 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”,

2. In relation thereto, teachers and nonteaching personnel with part-time teaching jobs in private schools, state colleges or universities are hereby directed to renew their teaching permits.

3. To ensure that you fulfill your duties and responsibilities effectively as a member of DepEd, it is crucial to prioritize activities that align with your main job.

4. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/atm



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