



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

Office of the Schools Governance Operations Division

**DIVISION MEMORANDUM**

**September 8, 2025**

No. 625, s. 2025

**PROFILING OF REGION VII EMPLOYEES WITH PERMIT TO WORK PART-TIME**

To: Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 0888 s. 2025 entitled "**PROFILING OF REGION VII EMPLOYEES WITH PERMIT TO WORK PART-TIME**", and pursuant to the directive, The Regional Office through PPRD has developed the Profile of DepEd Region VII Employees with Permit to Work Part-Time online tool, which shall be accomplished by all employees of the Schools Division Office and schools who have granted a Permit to Work Part-Time in any learning institution, business entity, government agency or private organization outside of the Department of Education.
2. The tool shall be accomplished online through this link: <https://tinyurl.com/PPTProfile>.
3. Submission of accomplished profiling forms by employees shall be on or before September 12, 2025.
4. Immediate dissemination and strict compliance with this Memorandum is desired.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent



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DEPED TAGBILARAN CITY DIVISION  
SDS OFFICE  
**DOWNLOADED**

Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS

BY: [Signature] DATE: 9/8/2025  
Office of the Regional Director

received SGOP: [Signature]  
9/8/25 @ 3:15 pm

SEP 8 2025

**REGIONAL MEMORANDUM**  
No. 0808 s. 2005

**PROFILING OF REGION VII EMPLOYEES WITH PERMIT TO WORK PART-TIME**

To: Schools Division Superintendents  
Regional Office-Functional Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to the Minutes of Meeting (MoM) of the 7th Regional Management Committee (ManCom), specifically under Business Arising from the Previous MoM, the Policy, Planning, and Research Division (PPRD) was tasked to prepare a profiling tool for employees with an approved Permit to Teach.

2. Pursuant to this directive, the Regional Office through PPRD has developed the **Profile of DepEd Region VII Employees with Permit to Work Part-Time** online tool, which shall be accomplished by all employees of the Regional Office, Schools Division Offices, and schools who have been granted a Permit to Work Part-Time in any learning institution, business entity, government agency, or private organization outside of the Department of Education.

3. Here are the guidelines:

- 3.1 Coverage: All teaching, non-teaching, and teaching-related personnel with an approved Permit to Work Part-Time are required to accomplish the profiling tool.
- 3.2 Form Access: The tool shall be accomplished online through this link: <https://forms.office.com/r/6ArHXL7rrH>.
- 3.3 Validation: Division Planning Officers (DPOs) and/or Division Human Resource Management Officers (DHRMOs) shall validate the data submitted before consolidating the information from their respective SDOs.
- 3.4 Collaboration: For purposes of validation and consolidation, DPOs and/or DHRMOs must contact *Ms. Esther Jyil Espos* and provide their official DepEd email addresses so they can be added as collaborators to the form.
- 3.5 Accuracy of Information: Respondents must ensure correctness of entries, particularly school names and permit approval dates, to avoid duplication and errors.
- 3.6 Employees who are already engaged in teaching but have not yet secured a Permit to Work Part-Time are reminded to apply for a permit with their respective Schools Division Superintendents (Regional Director for Regional Office Personnel) so that their names will also be reflected in the profiling tool. Be guided by the following enclosures:



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: (032) 256-9466/639773295904 local 700

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Enclosure 1: Relevant Policies on Working Part-Time – This compilation of Civil Service Commission and DepEd issuances shall serve as reference for all personnel and supervisors in processing, approving, and monitoring requests for part-time employment. Compliance with these policies is mandatory.

Enclosure 2: Regional Measures and Requirements for Approval of Part-Time Work Permits

Enclosure 3: Part-Time Work Compliance Template – This template shall be used by all personnel concerned in securing, monitoring, and ensuring compliance with the conditions of the approved Permit to Work Part-Time. No permit shall be considered valid unless the compliance tool has been duly accomplished and submitted to the approving authority.


3.7 Timeline:

3.7.1 Submission of accomplished profiling forms by employees shall be on or before September 12, 2025.

3.7.2 Validated and consolidated profiling status reports from the SDOs shall be submitted to the Regional Office (PPRD) through email at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph) on or before September 15, 2025.

3.8 Data Privacy: The collection, use, and retention of data shall strictly adhere to the provisions of RA 10173 or the Data Privacy Act of 2012.

4. Immediate and wide dissemination of and compliance with this memorandum are directed.


  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

STI/PYA/ORD-PPRD/MLB



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### Relevant Policies

- **Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees):** This is the foundational law for most of your proposed measures.
  - **Section 2 (Declaration of Policy):** States that public officials and employees must "uphold public interest over personal interest" and use government resources "efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues."
  - **Section 7 (Prohibited Acts and Transactions):** Prohibits officials from engaging in "outside employment and other activities" that may conflict with their official functions, unless authorized by law. This is the basis for your "Non-Conflict of Interest" and "Primacy of DepEd Functions" measures.
  - **The principle of "public office is a public trust"** under this law is the overarching principle that prohibits the use of government resources (e.g., paper, electricity, classrooms) for personal or private gain.
- **CSC Memorandum Circular No. 15, s. 1999 (Private Practice of Profession):** This circular provides specific rules for government employees who want to engage in a private practice or profession. While it may have been updated, it establishes key principles that are still relevant.
  - It requires a permit from the head of the agency.
  - It specifies that the private practice must not conflict with official functions.
- **CSC Memorandum Circular No. 24, s. 2017 (Omnibus Rules on Appointments and Other Human Resource Actions):** This circular and its subsequent amendments govern human resource actions in the government, including policies on employee attendance, tardiness, and leave. Your measures on performance, tardiness, and attendance are rooted in these rules.
- **CSC Resolution No. 91-1019 and CSC Resolution No. 94-5824:** These resolutions clarify that DepEd teachers are not exempt from the eight-hour workday and 40-hour work week requirement, despite the six-hour limit on actual classroom teaching. This supports your "Workload and Rest Balance" measure.
- **CSC Memorandum Circular No. 32, s. 1993:** Private practice by government personnel must align with RA 6713 and must not exploit government resources
- **DepEd Order No. 5, s. 2024 (Rationalization of Teachers' Workload):** This is a very specific and current DepEd policy that directly supports your measures.
  - It clearly defines the six-hour maximum for actual classroom teaching and the two hours that must be dedicated to teaching-related duties. This is the explicit basis for your "Workload and Rest Balance" measure.
  - It also allows for these two hours to be rendered "within or outside the school premises," which gives teachers some flexibility, but it does not permit part-time private work during these hours without a permit.

### **Regional Measures and Requirements for Approval of Part-Time Work Permits**

Pursuant to relevant existing DepEd and Civil Service guidelines, the following measures and requirements shall serve as guide in evaluating requests for a **Permit to Work Part-Time**:

1. **Application and Screening Process:** Applicants must undergo a detailed application and screening process, which includes the submission of required documents, interviews, and verification of eligibility criteria. This process aligns with principles of procedural fairness and transparency.
2. **Travel and Punctuality**  
The employee's travel arrangements and official DepEd schedule must ensure punctual arrival at the part-time workplace without compromising DepEd functions.
3. **Workload and Rest Balance**  
The length of part-time work, including travel, must allow the employee to:
  - Complete the required **two-hour home-based work** (per DO 5, s. 2024) if availing of six-hour in-school work, and
  - Secure a daily minimum of 6-7 hours of rest and sleep to be physically and mentally prepared for the next working day.
4. **Non-Conflict of Interest**
  - Part-time work must not conflict with official duties in DepEd.
  - Employees are prohibited from engaging in activities that create a conflict of interest, such as tutoring their own learners or working in institutions transacting with DepEd.
5. **Ethical Standards**
  - All part-time engagements must conform with Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and relevant DepEd policies. Employees are strictly prohibited from engaging in activities that create a conflict of interest, such as tutoring their own learners or working in institutions that transact with DepEd.
  - Non-use of Government Resources and Facilities: The use of government resources and facilities, including but not limited to office supplies (e.g., paper, ink/toner), equipment (e.g., printers, computers), and facilities like DepEd classrooms, electric fans, and lights, for any part-time work activities is strictly prohibited.
  - Applicants must sign an undertaking to abide by these standards, and disclosure and certification of no-conflict of interest are required.
6. **Health and Well-being**  
The part-time schedule must not compromise the employee's health. Applicants must provide a medical certificate or certification of fitness as part of their application. Regular monitoring of the employee's well-being is required, with provisions for psychological or mental health support.
7. **Performance Safeguard**  
Only applicants with at least a Very Satisfactory performance rating are eligible for a part-time work permit. Permit holders must maintain this performance level. A drop in performance may result in the revocation of the permit.
8. **Duration and Renewal**  
Permits are time-bound for a maximum of one year or school year and are subject to renewal. Renewal is contingent upon continued compliance with all specified conditions.

9. **Primacy of DepEd Functions**

DepEd duties shall remain the **priority**. Absences, tardiness, or failure to deliver due to part-time work are grounds for revocation of the permit.

10. **Temporary Suspension: The permit may be temporarily suspended during special circumstances**, such as emergency school operations or calamities, to ensure the uninterrupted delivery of essential government services.

11. **Penalties and Grievance Mechanisms:** Specific penalties for violations of part-time work permit conditions shall be enforced. Clear grievance mechanisms will be established for employees to raise concerns related to part-time work.

12. **Equal Employment Opportunity:** The granting of part-time work permits must comply with the Equal Employment Opportunity Principle (EEO) to prevent discrimination based on age, gender, religion, or disability.



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## Permit to Work Part-Time Compliance Template

### A. Applicant Information

- Name of Employee: \_\_\_\_\_
- Position/Designation: \_\_\_\_\_
- School/Office: \_\_\_\_\_
- Contact Number/Email: \_\_\_\_\_
- Nature of Part-Time Work (Job/Business): \_\_\_\_\_
- Part-Time Employer/Institution: \_\_\_\_\_
- Work Schedule (Days/Hours): \_\_\_\_\_
- Address of Part-Time Workplace: \_\_\_\_\_

### B. Compliance Checklist

*(To be filled out by Applicant and validated by the Approving Authority)*

Requirement	Applicant's Declaration/Submission	Verified by Approving Authority (✓/X & Remarks)
1. <b>Application &amp; Screening:</b> Complete documents submitted (application letter, endorsement, contract/offer, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
2. <b>Travel &amp; Punctuality:</b> Schedule ensures no conflict with DepEd duties and punctual arrival at part-time work.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
3. <b>Workload &amp; Rest Balance:</b> Schedule allows completion of 2-hour home-based work (DO 5, s. 2024) and at least 6–7 hrs. rest daily.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
4. <b>Health &amp; Well-being:</b> Medical certificate/fitness-to-work attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
5. <b>Performance Requirement:</b> Latest rating: <input type="checkbox"/> VS <input type="checkbox"/> Outstanding (attach copy of IPCRF/OPCRF)	<input type="checkbox"/> Verified	_____
6. <b>Ethical Standards:</b> No conflict of interest; undertaking signed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
7. <b>Duration:</b> Application within allowable period (max. 1 school year).	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____



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Requirement	Applicant's Declaration/Submission	Verified by Approving Authority (✓/X & Remarks)
8. <b>Primacy of DepEd Functions:</b> Undertaking signed to prioritize DepEd duties.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
9. <b>Government Equipment &amp; Confidentiality:</b> Acknowledgement signed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
10. <b>Temporary Suspension Clause:</b> Applicant acknowledges suspension during emergencies/calamities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
11. <b>Penalties &amp; Grievance Mechanisms:</b> Applicant acknowledges.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
12. <b>Equal Employment Opportunity:</b> No discriminatory grounds in application.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**C. Undertaking by Applicant**

I, \_\_\_\_\_, affirm that all information provided is true and correct. I commit to abide by all conditions of the permit to work part-time and acknowledge that failure to comply may result in suspension or revocation.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**D. Endorsement by Immediate Supervisor/School Head**

- I confirm that the applicant's part-time work arrangement does not conflict with official DepEd duties and recommend approval.

Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E. Action of Division/Regional Office**

Approved  Disapproved  Returned for Compliance

Validity Period: From \_\_\_\_\_ to \_\_\_\_\_ (not exceeding 1 school year)

Approving Authority: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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